



U S E R G U I D E

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Version 1.5



FIRECODE SYSTEM

Table of Contents

Introduction	a
Chapter 1 FireCode System User Manual	b
Chapter 2 General Dispatch Business Rules	32
Chapter 3 Continuation of Operations Plan	36
Chapter 4 Bureau of Indian Affairs (BIA) Agency Specific Business Rules and Procedures	37
Chapter 5 Bureau of Land Management (BLM) Agency Specific Business Rules and Procedures	41
Chapter 6 Fish and Wildlife Service Agency Specific Business Rules and Procedures	42
Chapter 7 Forest Service Agency Specific Business Rules and Procedures	50
Chapter 8 National Park Service Agency Specific Business Rules and Procedures	54
Appendix A FireCode Form (system failure)	55
Appendix B Agency FireCode Finance Business Rules	56
Appendix C FireCode Project Team	66

INTRODUCTION

The purpose of this document is to provide the user with how to use the FireCode system, general dispatch business rules relative to FireCode, continuation of operations plan, agency specific business rules and procedures to be followed once the FireCode is generated, and agency financial business.

The FireCode System User Manual provides all the direction for accessing the system through changing passwords. This manual contains the application field descriptions and the data requirements for the fields.

The general dispatch business rules section provides the dispatch community with the requirements for completing the code specific to the business. For example, the Host Unit ID is a mandatory field, however if the Host Unit ID is not in the system (pick list) at the time of accessing the system and generating a FireCode, the default is the local dispatch office's Unit ID. Any place there are specific requirements for the fields within the application, you will find those in this section.

The Continuation of Operations Plan (COOP) section provides direction in case the ability to access the application is lost. This section also includes data loss recovery procedures.

Agency specific business rules and procedures provide the dispatch office with direction once a code is generated for a fire. For example, the Forest Service (FS) requirements are still six characters for their account codes (job codes). The FS section instructs the dispatch office as to what to do to make the code six characters. Each federal agency has provided procedures.

The appendix consists of the form users will complete in case the system is unavailable but the need still exists to issue codes. Also included are any agency finance business rules. The intent of this appendix is to provide the user the complete picture of how the code is added to the finance systems.

As changes occur to direction, rules, or the applications, this document will be updated and distributed. In addition, the FireCode information is being posted and maintained on the National Interagency Coordination Center's (NICC) web page. Click on the following link to go there now – <http://www.nifc.gov/news/firecode.html>

User Manual

FIRECODE SYSTEM



McLean, VA
January 6, 2004

This report is confidential and intended solely for the use and information of the organizations to whom it is addressed.

TABLE OF CONTENTS

INTRODUCTION.....	2
BACKGROUND	2
SYSTEM FUNCTIONS.....	2
SYSTEM USERS	2
ACCESS TO THE SYSTEM	2
REQUESTING AN ACCOUNT.....	3
LOGGING INTO THE FIRECODE SYSTEM	4
FEATURES OF THE FIRECODE SYSTEM.....	5
CREATING A NEW FIRECODE	6
<i>Non-Forest Service Unit Receiving Forest Service Assistance</i>	<i>7</i>
<i>Generating a FireCode for a Complex Fire</i>	<i>7</i>
<i>Generating a FireCode for a Complex Fire</i>	<i>8</i>
SEARCHING FOR AN EXISTING FIRECODE	10
<i>Advanced Search.....</i>	<i>11</i>
EDITING A FIRECODE.....	13
<i>Transfer Edit Rights.....</i>	<i>14</i>
<i>Flag as Duplicate.....</i>	<i>15</i>
<i>Flag as Invalid</i>	<i>16</i>
VIEWING REPORTS	17
<i>Agency FireCodes Issued by Fire Discover Date.....</i>	<i>18</i>
<i>FireCode Issued by Date Generated.....</i>	<i>19</i>
<i>FireCodes Issued with Incident Order Number.....</i>	<i>20</i>
<i>FireCodes Issued with Date and Time Discovered.....</i>	<i>21</i>
<i>FireCodes Issued for Complexes</i>	<i>21</i>
<i>FireCodes Issued by Unit that Generated</i>	<i>22</i>
<i>FS Incidents and non-FS Incidents that Received FS Assistance</i>	<i>23</i>
ADMINISTRATIVE FUNCTIONS	24
<i>Editing a User's Account Information or Resetting a User's Password</i>	<i>24</i>
<i>Adding a User to the FireCode System.....</i>	<i>25</i>
<i>Deleting a User from the FireCode System</i>	<i>26</i>
<i>Approving Pending Accounts.....</i>	<i>28</i>
AVAILABLE ROLES IN THE FIRECODE SYSTEM	29
<i>Read Only.....</i>	<i>29</i>
<i>Data Entry.....</i>	<i>29</i>
<i>Unit Administrator.....</i>	<i>29</i>
<i>GACC Administrator</i>	<i>29</i>
<i>National Administrator</i>	<i>29</i>
EDITING MY INFORMATION	30
CHANGING MY PASSWORD.....	30
WHOM TO CONTACT FOR HELP	31

Introduction

This document is to be used as a User Manual for the FireCode System. The FireCode System is a stand-alone web-based system designed to provide functionality that allows Users to generate standard fire incident codes.

Background

In 2002 the House Appropriations Subcommittee directed the National Fire Plan Agencies to develop a method to standardize fire incident financial coding for fire suppression and subsequent emergency stabilization. Standardizing the fire incident cost code will provide the capability to effectively track and compile the full cost of a multi-jurisdictional fire suppression incident. In response to this Congressional directive, the National Fire Plan Agencies established a contract with Booz Allen to develop an interagency FireCode System for generating and conveying these standardized fire incident codes.

System Functions

The FireCode System will generate a four-character fire incident code (or FireCode) that will be used to track and compile cost information for fires. In particular, the system is expected to assist the National Fire Plan Agencies in tracking costs for multi-jurisdictional fire suppression incidents. It is expected that the system will aid the Agencies in preventing the establishment of multiple FireCodes for the same incident.

The initial release of the FireCode System will not include automated external interfaces with other fire systems. All data transfers of FireCode information will initially be addressed through manual processes.

SYSTEM Users

Users of the FireCode System primarily will include Dispatch Personnel, who will generate fire codes, and Budget and Finance personnel, who will access reports on financial information concerning fire incidents. Users will include staff from the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), USDA Forest Service (USFS) and National Park Service (NPS).

Access to the System

The FireCode System will be accessible via the Internet requiring a minimum 56 Kbps and using either Microsoft Internet Explorer version 5.0 or later or Netscape Navigator version 4.7 or later. Once reaching the FireCode System website, a User will be required to use a login and password to gain access to the FireCode System.

Requesting An Account

To request a FireCode System account, go to <http://www.firecode.gov> and click on the link to register for a new account.

The screenshot shows the 'FIRECODE SYSTEM' header in a stylized orange and red font. Below it, a green banner reads 'Welcome to the USDA/DOI FireCode System!'. The page is divided into two main sections. On the left, a 'Login' box contains fields for 'Login Name:' and 'Password:', with a 'Login' button below them. On the right, a 'Support Note' box provides contact information for the FireCode Help Desk. Below that, a 'USER WARNING' box contains a disclaimer about the application's use for official government business and a statement that access may be monitored. At the bottom, a line of text says 'If you do not have a FireCode account, please [register](#).'

FIRECODE SYSTEM

Welcome to the USDA/DOI FireCode System!

Login

Login Name:

Password:

Login

Support Note

For support, please contact the FireCode Help Desk by phone at 703-917-CODE (703-917-2633) or by email at firecode@bah.com.

USER WARNING

This is a United States Government computer application, which may be accessed only for official government business by authorized personnel. Unauthorized users who access this application may be subject to criminal, civil, and/or administrative action.

Access to this computer application may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations.

Access or use of this computer application by any person constitutes consent to these terms.

If you do not have a FireCode account, please [register](#).

The **Request Access to the FireCode System** screen will be displayed. Complete all of the fields, read the agreement, and hit the **I Agree** button. Please be sure to provide your Internet E-mail address not your Lotus Notes E-mail Address. Your login may be 6 to 20 characters. Your password must be a minimum of 8 characters and must include at least one non-alpha character.

The screenshot shows a web browser window titled 'FireCode System - Microsoft Internet Explorer'. The address bar shows 'http://205.90.166.72/firecode/account.dhtml?do=register'. The page has a green header with 'FIRECODE SYSTEM' in the same stylized font. Below the header, a green banner reads 'Request Access to the FireCode System'. The main content area is divided into two columns. The left column, titled 'Account Request', contains several fields with red asterisks indicating required fields: 'Agency:' (a dropdown menu), 'First Name:', 'Last Name:', 'Internet Email Address:', 'Phone Number:', 'Time Zone:' (a dropdown menu), 'Login Name:', 'Password:', 'Password (repeat):', and 'Requested Role:' (a dropdown menu). At the bottom of this column, a line of text states: 'By requesting an account for the FireCode System, you agree to have read and understood the User Warning on the right of this screen.' Below this text are 'I Agree' and 'Cancel' buttons. The right column, titled 'USER WARNING', contains the same disclaimer text as seen in the previous screenshot.

FIRECODE SYSTEM

Request Access to the FireCode System

Account Request

* Indicates required field

* Agency: Please Select

* First Name:

* Last Name:

* Internet Email Address:

* Phone Number:

* Time Zone: Please Select

* Login Name:

* Password:

* Password (repeat):

* Requested Role: Please Select

By requesting an account for the FireCode System, you agree to have read and understood the User Warning on the right of this screen.

I Agree Cancel

USER WARNING

This is a United States Government computer application, which may be accessed only for official government business by authorized personnel. Unauthorized users who access this application may be subject to criminal, civil, and/or administrative action.

Access to this computer application may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations.

Access or use of this computer application by any person constitutes consent to these terms.

An Administrator will review your account request. Once your account request has been approved, you will receive an e-mail notification.

Request Access to the FireCode System

Thank you

Thank you for registering for the FireCode System. An administrator will review your request.

[Back to login page](#)

Logging into the FireCode System

To access the FireCode System, go to <http://www.firecode.gov>, enter your **Login Name** and **Password**, and click on the **Login** button.

The screenshot shows a Microsoft Internet Explorer browser window titled "FireCode System - Microsoft Internet Explorer". The address bar displays "http://firecode.gov/index.cfm?action=login". The main content area has a green header with the "FIRECODE SYSTEM" logo. Below the header, it says "Welcome to the USDA/DOI FireCode System!". There are two main sections: a "Login" form on the left and a "Support Note" on the right. The "Login" form includes fields for "Login Name:" and "Password:", and a "Login" button. The "Support Note" section contains contact information for the FireCode Help Desk. Below the "Support Note" is a "USER WARNING" section with a disclaimer. At the bottom, there is a link to "register" for new users.

Login	Support Note
<p>Login Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>	<p>For support, please contact the FireCode Help Desk by phone at 703-917-CODE (703-917-2633) or by email at firecode@bsh.com.</p>

USER WARNING

This is a United States Government computer application, which may be accessed only for official government business by authorized personnel. Unauthorized users who access this application may be subject to criminal, civil, and/or administrative action.

Access to this computer application may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations.

Access or use of this computer application by any person constitutes consent to these terms.

If you do not have a FireCode account, please [register](#).

Features of the FireCode System

After logging into the FireCode System with your login and password, the FireCode System home page will be displayed. The home page will provide links to the following features:

- Creating a New FireCode
- Searching for an Existing FireCode
- Viewing Reports
- User Administration (This link will only be visible if you have Administrative privileges.)
- Editing My Information
- Changing My Password

FIRECODE SYSTEM		Welcome KIM AMIN
		Release Notes FAQ Help Logout
Create FireCode	Additional Tasks	
<input type="button" value="Create New FireCode"/>	View Reports	
	User Administration	
Search for FireCodes	My Information	
FireCode: <input type="text"/> <input type="button" value="Search"/>	Name: KIM AMIN	
Advanced Search	Agency: Forest Service	
	Geographic Area: National	
	Unit: National Interagency Fire Center	
	Role: SYSTEM ADMINISTRATOR	
	Time Zone: ET	
	Edit My Information Change Password	

After clicking on a link in the FireCode System, you may return to the home page at any time by clicking on  at the top of any page.

CREATING A NEW FIRECODE

The **Create FireCode** screen is the starting point for creating a new FireCode. To create a new FireCode, click on the **Create New FireCode** link on the home page. You will be asked to enter:

- Date and time the fire was discovered
- Incident name
 - Maximum 30 characters
- Host Unit's ID number
 - You may create a FireCode for any unit in your GACC.
- Non-Federal Code
 - If host agency is not a federal entity
- Latitude in degrees: minutes: seconds (seconds are optional)
- Longitude in degrees: minutes: seconds (seconds are optional)
- Incident Order Number
 - Maximum 6 characters, minimum 3
- Complex fire indicator
- Forest Service Assistance
 - If host unit is not a Forest Service unit
- Other (Multi-Jurisdictional, Reimbursable/ Billable, Wildland Fire Use)
- Comments
 - Maximum 1000 characters

Once all of the fields have been completed, hit the **Generate FireCode** button to generate the FireCode.

All required fields are marked with a red asterisk. *

FIRECODE SYSTEM Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Create FireCode

Time Now: 1/7/2004 10:26

* Discover Date: January 7 2004

* Discover Time: 10 : 26 ET

Incident Name: New Year Fire

* Host Unit Id: ID - FCF

Host Unit Name: National Interagency Fire Center - Forest Service

* Latitude: 65 : 55 : 55

* Longitude: 101 : 55 : 55

Incident Order #: ID - FCF - 9999

Complex: ☐ Yes ☒ No

Other: ☐ MULTI - JURISDICTIONAL
☐ REIMBURSABLE / BILLABLE
☐ WILDLAND FIRE USE

Comments:

[View Reports](#)
[User Administration](#)

My information

Name: KIM AMIN
Agency: Forest Service
Geographic Area: National
Unit: National Interagency Fire Center
Role: SYSTEM ADMINISTRATOR
Time Zone: ET
[Edit My Information](#) | [Change Password](#)

[Cancel](#) [Generate FireCode](#)

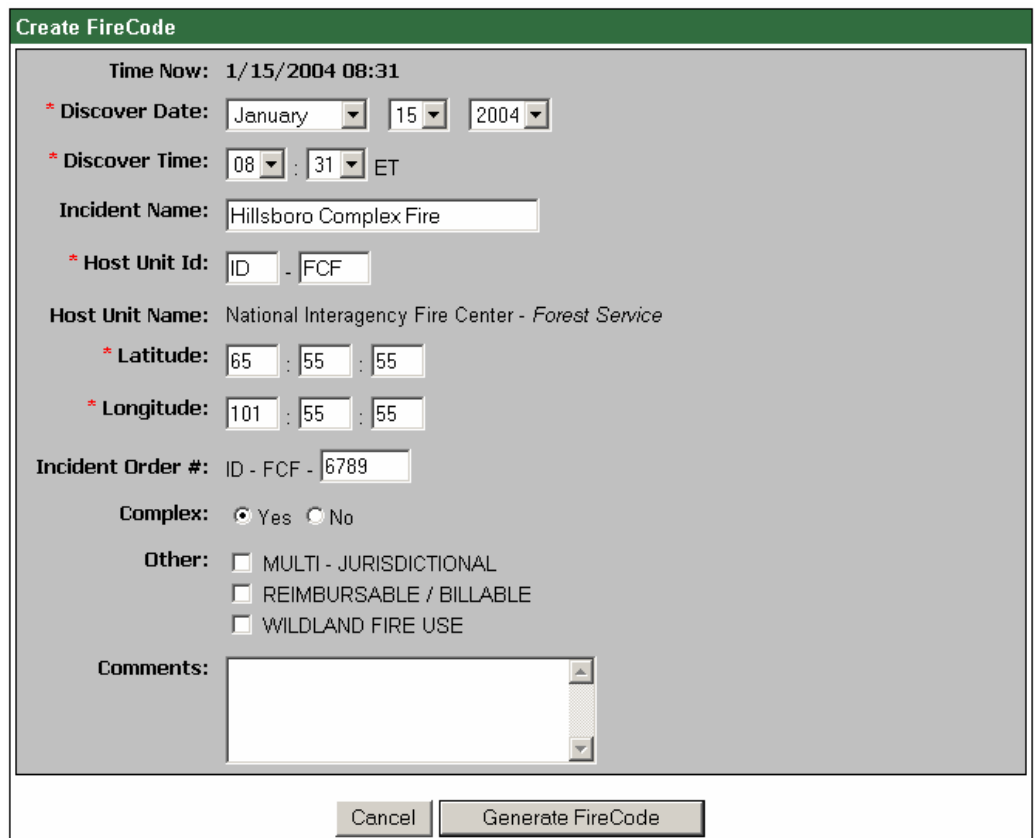
After completing the **Create FireCode** screen and clicking on the **Generate FireCode** button, the **FireCode Created** screen will display the newly created **FireCode** and information associated with it. If the system detects that this incident may be a duplicate, it will prompt you to confirm that it is a unique fire.

Non-Forest Service Unit Receiving Forest Service Assistance

If you are creating a FireCode for a unit not within the Forest Service and you have received assistance from a Forest Service unit, please click on the **FS Assisted** box. The **FS Assisted** box will not be visible if you are logged in as a unit within the Forest Service.

Generating a FireCode for a Complex Fire

If a FireCode is desired for a complex fire (two or more fire incidents located in the same general area that are assigned to the same Incident Commander), click on **Yes** next to **Complex** on the **Create FireCode** screen, and click **Generate FireCode**.

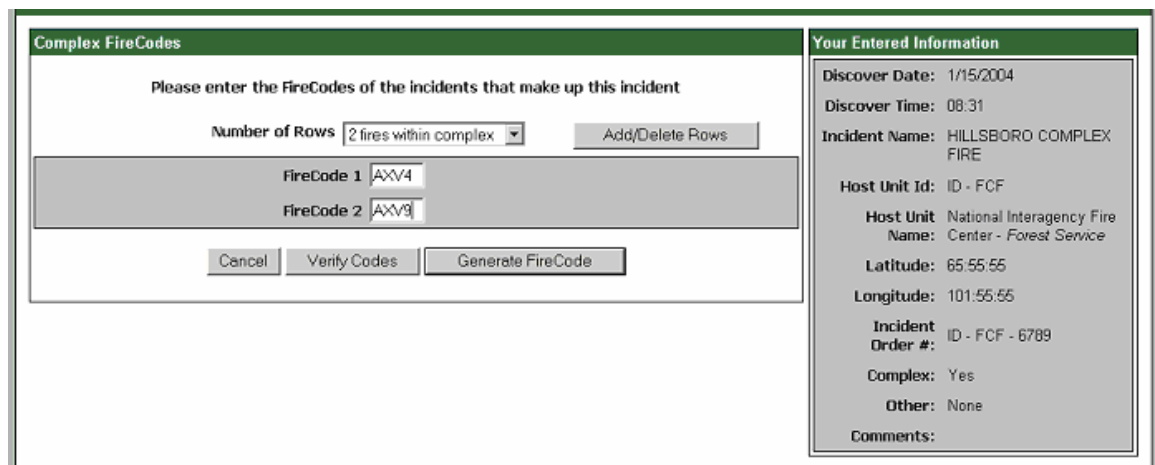


The 'Create FireCode' form is a web-based interface for creating a new fire code. It features a green header bar with the title 'Create FireCode'. Below the header, the current time is displayed as 'Time Now: 1/15/2004 08:31'. The form contains several fields and sections:

- * Discover Date:** A dropdown menu for the month (January), a text box for the day (15), and a dropdown menu for the year (2004).
- * Discover Time:** Two dropdown menus for the hour (08) and minute (31), followed by 'ET'.
- Incident Name:** A text box containing 'Hillsboro Complex Fire'.
- * Host Unit Id:** A text box with 'ID' and a dropdown menu with 'FCF'.
- Host Unit Name:** A text box containing 'National Interagency Fire Center - Forest Service'.
- * Latitude:** Three text boxes for the coordinates: 65, 55, and 55.
- * Longitude:** Three text boxes for the coordinates: 101, 55, and 55.
- Incident Order #:** A text box containing 'ID - FCF - 6789'.
- Complex:** A section with two radio buttons: 'Yes' (selected) and 'No'.
- Other:** A section with three checkboxes: 'MULTI - JURISDICTIONAL', 'REIMBURSABLE / BILLABLE', and 'WILDLAND FIRE USE'.
- Comments:** A large text area for additional information.

At the bottom of the form are two buttons: 'Cancel' and 'Generate FireCode'.

The **Complex FireCodes** screen will appear. You may enter between two and fifty existing FireCodes to be combined into this one FireCode by clicking on the **Number of Rows** and **Add/Delete Rows**. Then enter the existing FireCodes that you are combining and click on **Generate FireCode**. You may also verify the validity of the codes by clicking the **Verify Codes** button. Incorrect codes will display a red error message next to them.



The 'Complex FireCodes' form is a web-based interface for combining existing fire codes into a single complex fire code. It features a green header bar with the title 'Complex FireCodes'. Below the header, the text 'Please enter the FireCodes of the incidents that make up this incident' is displayed. The form contains several fields and sections:

- Number of Rows:** A dropdown menu showing '2 fires within complex' and an 'Add/Delete Rows' button.
- FireCode 1:** A text box containing 'AXV4'.
- FireCode 2:** A text box containing 'AXV9'.
- Buttons:** 'Cancel', 'Verify Codes', and 'Generate FireCode'.

On the right side of the form is a section titled 'Your Entered Information' which displays the following details:

- Discover Date:** 1/15/2004
- Discover Time:** 08:31
- Incident Name:** HILLSBORO COMPLEX FIRE
- Host Unit Id:** ID - FCF
- Host Unit Name:** National Interagency Fire Center - Forest Service
- Latitude:** 65:55:55
- Longitude:** 101:55:55
- Incident Order #:** ID - FCF - 6789
- Complex:** Yes
- Other:** None
- Comments:**

A new FireCode will be created for this Complex Fire.


FireCode Created	AXW3 Information
A new incident has been created with the FireCode AXW3 Edit information for HILLSBORO COMPLEX FIRE	Print Information FireCode: AXW3 Discover Date: 1/15/2004 Discover Time: 08:31 ET Incident Name: HILLSBORO COMPLEX FIRE Host Unit Id: ID - FCF Host Unit Name: National Interagency Fire Center - Forest Service Latitude: 65:55:55 Longitude: 101:55:55 Incident Order #: ID - FCF - 6789 Complex: Yes Other: None Comments: Print Information
Create FireCode <input type="button" value="Create New FireCode"/>	
Search for FireCodes FireCode: <input type="text"/> <input type="button" value="Search"/> Advanced Search	

When reviewing information for FireCodes representing a complex fire, you will be able to view each of the incident names associated with that complex fire by looking in the table in the bottom right hand corner of the complex fire's information screen.

AXW3 Complex Fires		
FireCode	Incident Name	Host Unit
AXV4		ID-FCF
AXV9	DFADFS DFA	ID-FCF

SEARCHING FOR AN EXISTING FIRECODE

To search for information on a FireCode, enter the FireCode under the **Search for FireCodes** and click on the **Search** button. If only one FireCode is found, you will be sent to that FireCode.



Create FireCode

Create New FireCode

Search for FireCodes

FireCode: Search

[Advanced Search](#)

Advanced Search

To search for a FireCode by Incident Name or Incident Order Number, click on the **Advanced Search** link. Enter the FireCode, Incident Name, or Incident Order Number where you wish to search. Then click on the **Search** button. If only one FireCode is found, you will be sent to that FireCode.



The **Search Results** page will display the list of FireCodes that meet the criteria that you had entered on the **Advanced Search** screen. Click on the FireCode that you wish to view. Rows with a brown highlight indicate FireCodes that have been inactivated as duplicates to other FireCodes. Rows with a red highlight indicate FireCodes that have been inactivated as invalid.

Search Results - FireCode "AX"					
FireCode	Incident Name	Host Unit	Discover Date	Location	
AXW2	FS ASSIST FLAG DATE TEST	ID - FCR	1/13/2004 09:57	50:10:10 / 100:10:10	
AXW1	TEST FS-ASSIST FIRE	ID - FCR	1/12/2004 14:36	50:01:01 / 100:10:10	
AXW0	NEW COMPLEX	ID - FCF	1/12/2004 13:55	66:33 / 100:55	
AXV9	DFADFSFDA	ID - FCF	1/12/2004 13:48	66:33 / 100:55	
AXV8	3	ID - FCP	1/12/2004 13:45	66:33 / 100:55	
AXV7	3	ID - FCP	1/12/2004 13:45	66:33 / 100:55	
AXV6	3	ID - FCR	1/12/2004 13:45	66:33 / 100:55	
AXV5		ID - FCF	1/12/2004 13:43	66:33 / 100:55	
AXV4		ID - FCF	1/12/2004 13:42	66:22 / 100:55	
AXV2	AFDASFDA	ID - FCR	1/12/2004 13:06	66:22 / 110:55	
AXV1	AFDASFDA	ID - FCF	1/12/2004 13:06	66:22 / 110:55	
AXV0	AFDASFDA	ID - FCF	1/12/2004 13:06	66:22 / 110:55	
AXU9	HI 2	ID - FCP	1/12/2004 12:35	66:23 / 100:33	
AXU8	HI THERE	ID - FCP	1/12/2004 12:33	66:22 / 100:33	
AXU7	NEWER ONE	ID - FCR	1/12/2004 12:29	66:22 / 100:33	
AXU4	NEWER ONE	ID - FCR	1/12/2004 12:29	66:55 / 100:55	
AXU3	TEST	ID - FCP	1/12/2004 11:48	22:22:23 / 100:33:23	
AXU2		ID - FCR	1/12/2004 11:48	66:22:23 / 100:33:23	
AXU1	NEW YEAR FIRE	ID - FCR	1/7/2004 10:26	65:55:55 / 101:55:55	
AXT9	JOHN'S FIRE	ID - FCF	1/5/2004 13:44	63:55:55 / 100:55:55	

The information for the FireCode that you wish to view will be displayed on the **Edit FireCode** screen.

FIRECODE SYSTEM

Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Edit FireCode

FireCode: AXU9

* Discover Date: January 12 2004

* Discover Time: 12 : 35 ET

Incident Name: HI 2

* Host Unit Id: ID - FCP

Host Unit Name: National Interagency Fire Center - National Park Service

* Latitude: 66 : 23 :

* Longitude: 100 : 33 :

Incident Order #: ID - FCP -

Complex: ☐ Yes ☒ No

FS Assisted: ☒ (check if FS provided assistance)

Other: ☐ MULTI - JURISDICTIONAL
☐ REIMBURSABLE / BILLABLE
☐ WILDLAND FIRE USE

Comments:

Cancel

Update Record

Additional Tasks

[View Reports](#)
[User Administration](#)

My Information

Name: KIM AMIN
Agency: Forest Service
Geographic Area: National
Unit: National Interagency Fire Center
Role: SYSTEM ADMINISTRATOR
Time Zone: ET
[Edit My Information](#) | [Change Password](#)

AXU9 Information

Edit Rights: National Interagency Fire Center - National Park Service
Created By: [JOHN MORRISON](#) (ID-FCF) on 1/12/2004 at 12:35
Last Modified By: [JOHN MORRISON](#) (ID-FCF) on 1/12/2004 at 13:05
[Transfer Edit Rights](#) | [Flag as Duplicate](#) | [Flag as Invalid](#)
[Print Information](#)

EDITING A FIRECODE

The **Edit a FireCode** screen will allow you to edit the data for an existing FireCode. You may only edit records for which your unit has edit rights. The unit with edit rights to the record is identified under the Information section in the lower right-hand corner of the screen.

If you would like to enter comments in addition to comments entered by previous users, you may do so by typing your comments into the comments field. Comments will be listed for users to see starting with the most recent first.

After making the desired changes, click on **Update Record** to save.

All required fields are marked with a red asterisk. *

FIRECODE SYSTEM Welcome KIM AMIN
Release Notes FAQ Help Logout

Edit FireCode

FireCode: **AXU9**

* Discover Date: January 12 2004

* Discover Time: 12 35 ET

Incident Name: HI 2

* Host Unit Id: ID - FCP

Host Unit Name: National Interagency Fire Center - National Park Service

* Latitude: 66 : 23 :

* Longitude: 100 : 33 :

Incident Order #: ID - FCP -

Complex: ☐ Yes ☒ No

FS Assisted: ☒ (check if FS provided assistance)

Other: ☐ MULTI - JURISDICTIONAL
☐ REIMBURSABLE / BILLABLE
☐ WILDLAND FIRE USE

Comments:

Cancel Update Record

Additional Tasks
[View Reports](#)
[User Administration](#)

My Information
Name: KIM AMIN
Agency: Forest Service
Geographic Area: National
Unit: National Interagency Fire Center
Role: SYSTEM ADMINISTRATOR
Time Zone: ET
[Edit My Information](#) | [Change Password](#)

AXU9 Information
Edit Rights: National Interagency Fire Center - National Park Service
Created By: [JOHN MORRISON](#) (ID-FCF) on 1/12/2004 at 12:35
Last Modified By: [JOHN MORRISON](#) (ID-FCF) on 1/12/2004 at 13:05
[Transfer Edit Rights](#) | [Flag as Duplicate](#) | [Flag as Invalid](#) | [Print Information](#)

Transfer Edit Rights

If you wish to transfer the edit rights of this FireCode record to another unit, click on the **Transfer Edit Rights** link on the **Edit FireCode** screen. The **Transfer Edit Rights** screen will appear.



Transfer Edit Rights of AAA4

Please enter the new Edit Rights Unit Id for **AAA4**

* Edit Rights Unit Id: -

Edit Rights: Operations Northern California Coordination Center - *InterAgency*

Enter the new Unit ID and click on the **Transfer Edit Rights** button. The FireCode will now be associated with a new Unit ID. After the transfer is complete, only users associated with that unit, their GACC administrator(s) or the national administrator will be able to edit the record.



Transfer Edit Rights of AAA4

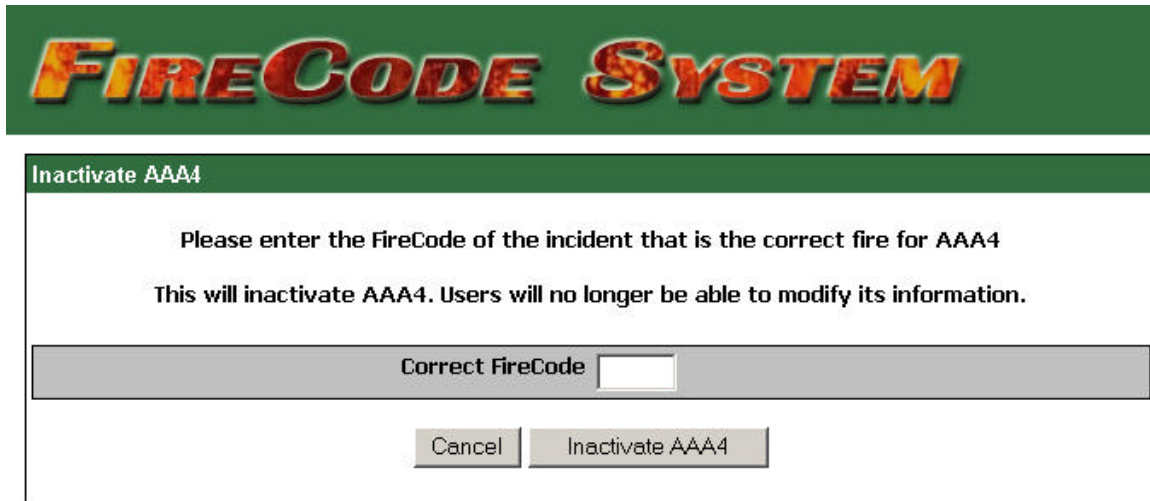
Please enter the new Edit Rights Unit Id for **AAA4**

* Edit Rights Unit Id: -

Edit Rights: Operations Northern California Coordination Center - *InterAgency*

Flag as Duplicate

If you wish to flag this FireCode as a duplicate, click on the **Flag as Duplicate** link on the **Edit FireCode** screen. The **Inactivate** screen will appear. Enter the correct FireCode and click on the **Inactivate** button. Only Administrators may flag a FireCode as a duplicate.



The screenshot shows the 'Inactivate AAA4' screen of the FIRECODE SYSTEM. It features a green header with the system name. Below the header, a message asks the user to enter the correct FireCode for incident AAA4. A text input field is provided for the 'Correct FireCode'. At the bottom, there are two buttons: 'Cancel' and 'Inactivate AAA4'.

FIRECODE SYSTEM

Inactivate AAA4

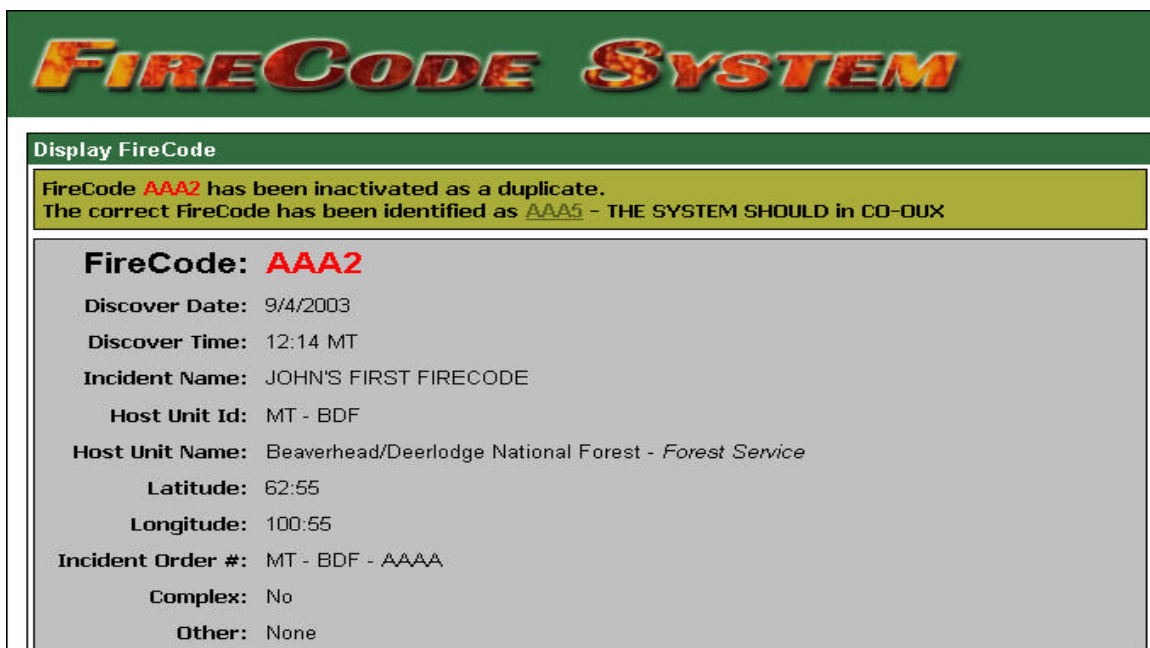
Please enter the FireCode of the incident that is the correct fire for AAA4

This will inactivate AAA4. Users will no longer be able to modify its information.

Correct FireCode

Cancel Inactivate AAA4

The **Display FireCode** screen will now appear with a brown banner indicating that the FireCode has been inactivated as a duplicate.



The screenshot shows the 'Display FireCode' screen of the FIRECODE SYSTEM. It features a green header with the system name. Below the header, a brown banner contains a message stating that FireCode AAA2 has been inactivated as a duplicate and that the correct FireCode is AAA5. Below the banner, a table displays the details for FireCode AAA2.

FIRECODE SYSTEM

Display FireCode

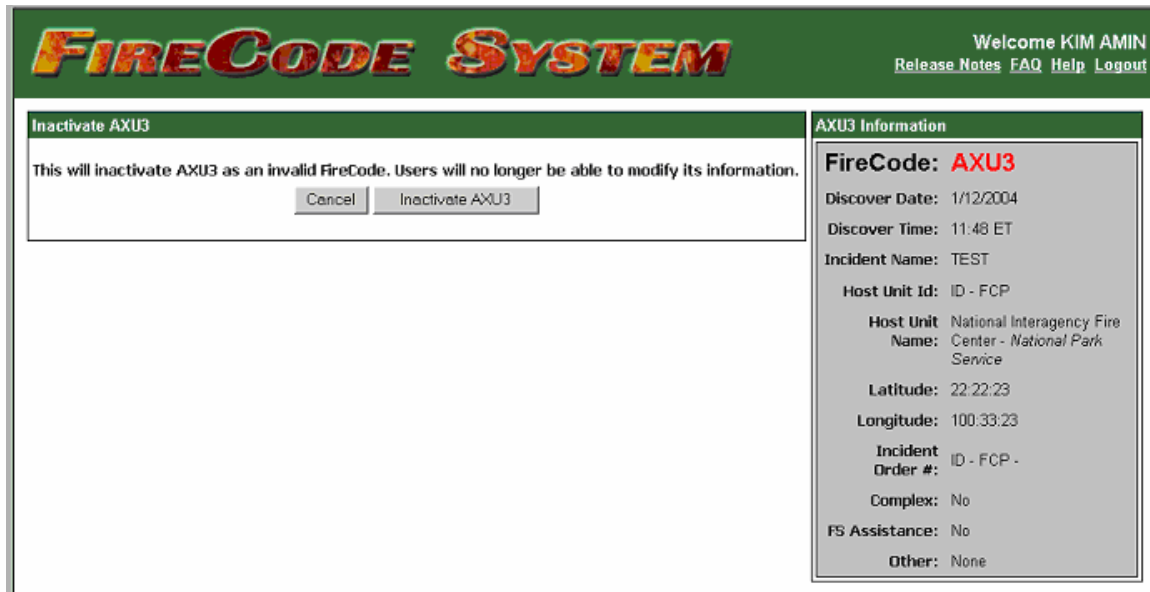
FireCode **AAA2** has been inactivated as a duplicate.
The correct FireCode has been identified as **AAA5** - THE SYSTEM SHOULD IN CO-OUX

FireCode:	AAA2
Discover Date:	9/4/2003
Discover Time:	12:14 MT
Incident Name:	JOHN'S FIRST FIRECODE
Host Unit Id:	MT - BDF
Host Unit Name:	Beaverhead/Deerlodge National Forest - Forest Service
Latitude:	62:55
Longitude:	100:55
Incident Order #:	MT - BDF - AAAA
Complex:	No
Other:	None

If, at a later date, it is discovered that the FireCode was correct, an Administrator may reactivate the record by clicking the **Unflag as Duplicate** link in the information table.

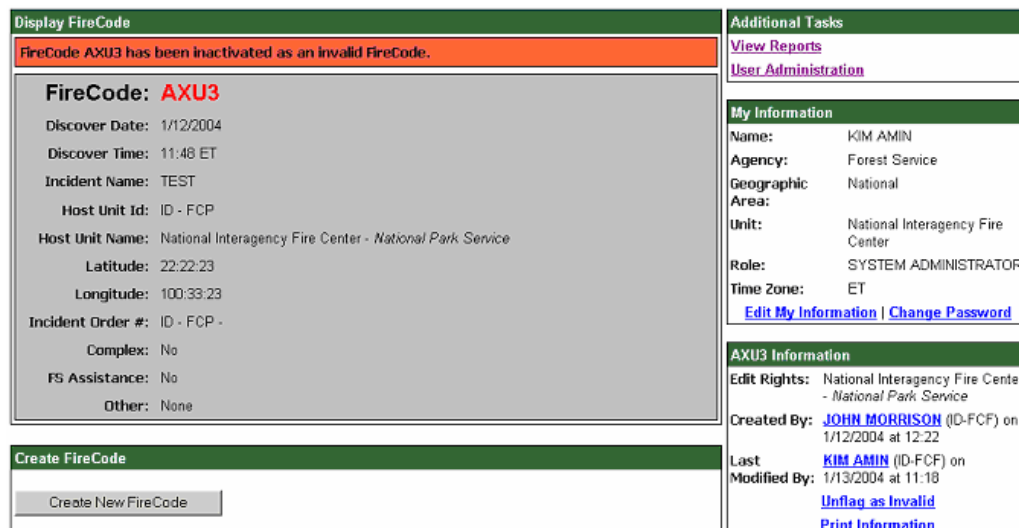
Flag as Invalid

If you wish to flag this FireCode as invalid, click on the **Flag as Invalid** link on the **Edit FireCode** screen. The **Inactivate** screen will appear. Enter the correct FireCode and click on the **Inactivate** button. Only Administrators may flag a FireCode as invalid.



FIRECODE SYSTEM		Welcome KIM AMIN Release Notes FAQ Help Logout
Inactivate AXU3	AXU3 Information	
This will inactivate AXU3 as an invalid FireCode. Users will no longer be able to modify its information.	FireCode: AXU3	
<input type="button" value="Cancel"/> <input type="button" value="Inactivate AXU3"/>	Discover Date: 1/12/2004	
	Discover Time: 11:48 ET	
	Incident Name: TEST	
	Host Unit Id: ID - FCP	
	Host Unit Name: National Interagency Fire Center - National Park Service	
	Latitude: 22:22:23	
	Longitude: 100:33:23	
	Incident Order #: ID - FCP -	
	Complex: No	
	FS Assistance: No	
	Other: None	

The **Display FireCode** screen will now appear with a red banner indicating that the FireCode has been inactivated as an invalid FireCode.



Display FireCode		Additional Tasks
FireCode AXU3 has been inactivated as an invalid FireCode.		View Reports
		User Administration
FireCode: AXU3		My Information
Discover Date: 1/12/2004		Name: KIM AMIN
Discover Time: 11:48 ET		Agency: Forest Service
Incident Name: TEST		Geographic Area: National
Host Unit Id: ID - FCP		Unit: National Interagency Fire Center
Host Unit Name: National Interagency Fire Center - National Park Service		Role: SYSTEM ADMINISTRATOR
Latitude: 22:22:23		Time Zone: ET
Longitude: 100:33:23		Edit My Information Change Password
Incident Order #: ID - FCP -		AXU3 Information
Complex: No		Edit Rights: National Interagency Fire Center - National Park Service
FS Assistance: No		Created By: JOHN MORRISON (ID-FCF) on 1/12/2004 at 12:22
Other: None		Last Modified By: KIM AMIN (ID-FCF) on 1/13/2004 at 11:18
		Unflag as Invalid
		Print Information
Create FireCode		
<input type="button" value="Create New FireCode"/>		

If, at a later date, it is discovered that the FireCode was correct, an Administrator may reactivate the record by clicking the **Unflag as Invalid** link in the information table.

VIEWING REPORTS

To view a report on the FireCodes, click on the **View Reports** link. This will bring you to the **Reports** screen. From there, you can choose from a variety of reports including:

- Agency FireCodes Issued by Fire Discover Date
- FireCode Issued by Date Generated
- FireCodes Issued with Incident Order Number
- FireCodes Issued with Date and Time Discovered
- FireCodes Issued for Complexes
- FireCodes Issued by Unit that Generated
- FS Incidents and non-FS Incidents that Received FS Assistance

The screenshot displays the FIRECODE SYSTEM web application. At the top, the title "FIRECODE SYSTEM" is in a large, stylized font. To the right, a welcome message reads "Welcome KIM AMIN" with links for "Release Notes", "FAQ", "Help", and "Logout". The main content area is divided into three sections. The "Reports" section on the left lists seven report types with links: "Agency FireCodes Issued by Fire Discover Date", "FireCodes Issued by Date Generated", "FireCodes Issued with Incident Order Number", "FireCodes Issued with Date and Time Discovered", "FireCodes Issued for Complexes", "FireCodes Issued by Unit that Generated", and "FS Incidents and non-FS Incidents that Received FS Assistance (FS Use Only)". Below this is the "Create FireCode" section with a "Create New FireCode" button. The "Search for FireCodes" section includes a "FireCode:" label, a text input field, a "Search" button, and a link to "Advanced Search". On the right side, the "Additional Tasks" section contains links for "View Reports" and "User Administration". Below that, the "My Information" section displays user details: Name (KIM AMIN), Agency (Forest Service), Geographic Area (National), Unit (National Interagency Fire Center), Role (SYSTEM ADMINISTRATOR), and Time Zone (ET), along with links to "Edit My Information" and "Change Password".

FIRECODE SYSTEM		Welcome KIM AMIN Release Notes FAQ Help Logout	
Reports		Additional Tasks	
<ul style="list-style-type: none">• Agency FireCodes Issued by Fire Discover Date• FireCodes Issued by Date Generated• FireCodes Issued with Incident Order Number• FireCodes Issued with Date and Time Discovered• FireCodes Issued for Complexes• FireCodes Issued by Unit that Generated• FS Incidents and non-FS Incidents that Received FS Assistance (FS Use Only)		View Reports User Administration	
Create FireCode		My Information	
<input type="button" value="Create New FireCode"/>		Name: KIM AMIN	
		Agency: Forest Service	
		Geographic Area: National	
		Unit: National Interagency Fire Center	
		Role: SYSTEM ADMINISTRATOR	
		Time Zone: ET	
		Edit My Information Change Password	
Search for FireCodes			
FireCode: <input type="text"/> <input type="button" value="Search"/>			
Advanced Search			

Agency FireCodes Issued by Fire Discover Date

Clicking on the **Agency FireCodes Issued by Fire Discover Date** link on the **Reports** screen will bring you to the **Agency FireCodes Issued by Fire Discover Date** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **Agency FireCodes Issued by Fire Discover Date**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

The screenshot shows the FIRECODE SYSTEM interface. At the top, it says "FIRECODE SYSTEM" in large, stylized letters. To the right, it says "Welcome KIM AMIN" with links for "Release Notes", "FAQ", "Help", and "Logout".

The main section is titled "Filter - Agency FireCodes Issued by Fire Discover Date". It contains the following fields:

- Discover Start Date: January 8 2004
- Discover End Date: January 13 2004
- Agency: Department of Agriculture - Forest Service
- Unit: ID-FCF

Below these fields are two buttons: "Filter" and "Download to Excel".

Below the filter section, it says "Agency FireCodes Issued by Fire Discover Date from 1/8/2004 - 1/13/2004" and "Found 6 records".

Agency	Unit ID	FireCode	Incident Name	Other
FS	ID-FCF	AXV0	AFDASFDA	
FS	ID-FCF	AXV1	AFDASFDA	
FS	ID-FCF	AXV4		
FS	ID-FCF	AXV5		
FS	ID-FCF	AXV9	DFADFSFDA	
FS	ID-FCF	AXW0	NEW COMPLEX	

On the right side of the interface, there are two sections:

- Additional Tasks**:
 - [View Reports](#)
 - [User Administration](#)
- My Information**:
 - Name: KIM AMIN
 - Agency: Forest Service
 - Geographic Area: National
 - Unit: National Interagency Fire Center
 - Role: SYSTEM ADMINISTRATOR
 - Time Zone: ET
 - [Edit My Information](#) | [Change Password](#)

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

FireCode Issued by Date Generated

Clicking on the **FireCodes Issued by Date Generated** link on the **Reports** screen will bring you to the **FireCodes Issued by Date Generated and Time Generated** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **FireCodes Issued by Date and Time Generated**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

FIRECODE SYSTEM

Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Filter - FireCodes Issued by Date and Time Generated
Generated Start Date: January 8 2004
Generated End Date: January 13 2004
Agency: Department of Agriculture - Forest Service
Unit: ID-FCF
[Filter](#) [Download to Excel](#)

Additional Tasks
[View Reports](#)
[User Administration](#)
My Information
Name: KIM AMIN
Agency: Forest Service
Geographic Area: National
Unit: National Interagency Fire Center
Role: SYSTEM ADMINISTRATOR
Time Zone: ET
[Edit My Information](#) | [Change Password](#)

FireCodes Issued by Date and Time Generated from 1/8/2004 - 1/13/2004
Found 6 records

Generated Date/Time	FireCode	Agency	Unit	Incident Name	Other
1/12/2004 13:55	AXW0	FS	ID-FCF	NEW COMPLEX	
1/12/2004 13:53	AXV3	FS	ID-FCF	DFADFSFDA	
1/12/2004 13:44	AXV5	FS	ID-FCF		
1/12/2004 13:42	AXV4	FS	ID-FCF		
1/12/2004 13:07	AXV1	FS	ID-FCF	AFDASFDA	
1/12/2004 13:07	AXV0	FS	ID-FCF	AFDASFDA	

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

FireCodes Issued with Incident Order Number

Clicking on the **FireCodes Issued with Incident Order Number** link on the **Reports** screen will bring you to the **FireCodes Issued with Incident Order Number** screen. From here, you will be able to filter the report based on dates, agency, or incident order number. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **FireCodes Issued with Incident Order Number**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

FIRECODE SYSTEM

Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Filter - FireCodes Issued with Incident Order Number

Start Date:

End Date:

Agency:

Incident Order #:

Additional Tasks

[View Reports](#)

[User Administration](#)

My Information

Name: KIM AMIN

Agency: Forest Service

Geographic Area: National

Unit: National Interagency Fire Center

Role: SYSTEM ADMINISTRATOR

Time Zone: ET

[Edit My Information](#) | [Change Password](#)

FireCodes Issued with Incident Order Number from 10/8/2003 - 1/13/2004

Found 1 records

Agency	Unit ID	FireCode	Incident Order #	Incident Name	Discover Date/Time	Other
FS	ID-FCF	AX17	ID-FCF-123456	DAVE'S CHRISTMAS FIRE	12/19/2003 17:21	MULTI - JURISDICTIONAL, REIMBURSABLE / BILLABLE

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

FireCodes Issued with Date and Time Discovered

Clicking on the **FireCodes Issued with Date and Time Discovered** link on the **Reports** screen will bring you to the **FireCodes Issued with Date and Time Discovered** screen. From here, you will be able to filter the report based on dates, agency, or incident order number. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **FireCodes Issued with Date and Time Discovered**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

FIRECODE SYSTEM Welcome KIM AMIN
Release Notes FAQ Help Logout

Filter - FireCodes Issued with Date and Time Discovered

Start Date: January 8 2004
End Date: January 13 2004
Agency: Department of Agriculture - Forest Service
Incident Order #: ID-FCF

Filter Download to Excel

FireCodes Issued with Date and Time Discovered from 1/8/2004 - 1/13/2004

Found 6 records

Agency	FireCode	Incident Order #	Incident Name	Discover Date/Time
FS	AXV0	ID-FCF-	AFDASFDA	1/12/2004 13:06
FS	AXV1	ID-FCF-	AFDASFDA	1/12/2004 13:06
FS	AXV4	ID-FCF-		1/12/2004 13:42
FS	AXV5	ID-FCF-		1/12/2004 13:43
FS	AXV9	ID-FCF-	DFADFSFDA	1/12/2004 13:48
FS	AXW0	ID-FCF-	NEW COMPLEX	1/12/2004 13:55

Additional Tasks
[View Reports](#)
[User Administration](#)


My Information
Name: KIM AMIN
Agency: Forest Service
Geographic Area: National
Unit: National Interagency Fire Center
Role: SYSTEM ADMINISTRATOR
Time Zone: ET
[Edit My Information](#) | [Change Password](#)

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

FireCodes Issued for Complexes

Clicking on the **FireCodes Issued for Complexes** link on the **Reports** screen will bring you to the **FireCodes Issued for Complexes** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **FireCodes Issued for Complexes**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.



Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Filter - FireCodes Issued for Complexes
 Start Date: January 8 2004
 End Date: January 13 2004
 Agency: Department of Agriculture - Forest Service
 Unit: ID-FCF
 Filter Download to Excel

Additional Tasks
[View Reports](#)
[User Administration](#)

My Information
 Name: KIM AMIN
 Agency: Forest Service
 Geographic: National
 Area:
 Unit: National Interagency Fire Center
 Role: SYSTEM ADMINISTRATOR
 Time Zone: ET
[Edit My Information](#) | [Change Password](#)

FireCodes Issued for Complexes from 1/8/2004 - 1/13/2004
 Found 2 records

Unit ID	FireCode	Incident Name	Complex Codes	Other
ID-FCF	AXW0	AFDASFDA	AAA8 AAA9	
ID-FCF	AXW0	NEW COMPLEX	AAC1 AAC2	

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

FireCodes Issued by Unit that Generated

Clicking on the **FireCodes Issued by Unit that Generated** link on the **Reports** screen will bring you to the **FireCodes Issued by Unit that Generated** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **FireCodes Issued by Unit that Generated**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

FIRECODE SYSTEM

Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Filter - FireCodes Issued by Unit that Generated

Discover Start Date: January 12 2004

Discover End Date: January 13 2004

Agency: Department of Agriculture - Forest Service

Unit: ID-FCF

Additional Tasks

[View Reports](#)

[User Administration](#)

FireCodes Issued by Unit that Generated from 1/12/2004 - 1/13/2004

Found 16 records

Created Agency	Created Unit ID	FireCode	Incident Name	Other
FS	ID-FCF	AXU2		
FS	ID-FCF	AXU3	TEST	
FS	ID-FCF	AXU4	NEWER ONE	
FS	ID-FCF	AXU7	NEWER ONE	
FS	ID-FCF	AXU8	HI THERE	
FS	ID-FCF	AXU9	HI 2	
FS	ID-FCF	AXV0	AFDASFDA	
FS	ID-FCF	AXV1	AFDASFDA	
FS	ID-FCF	AXV2	AFDASFDA	
FS	ID-FCF	AXV4		
FS	ID-FCF	AXV5		
FS	ID-FCF	AXV6	3	
FS	ID-FCF	AXV7	3	

My Information

Name: KIM AMIN

Agency: Forest Service

Geographic: National

Area:

Unit: National Interagency Fire Center

Role: SYSTEM ADMINISTRATOR

Time Zone: ET

[Edit My Information](#) | [Change Password](#)

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

FS Incidents and non-FS Incidents that Received FS Assistance

Clicking on the **FS Incidents and non-FS Incidents that Received FS Assistance** link on the **Reports** screen will bring you to the **FS Incidents and non-FS Incidents that Received FS Assistance** screen. From here, you will be able to filter the report based on dates, agency, or unit. To apply a filter to the report, enter your filter criteria and click on **Filter**. The **FS Incidents and non-FS Incidents that Received FS Assistance**, with the filter you applied, will then be displayed. By entering only the state portion of the Unit ID (e.g., MT) you will generate a list of the FireCodes for that state. Removing the Unit ID entirely will generate a report for the Agency.

FIRECODE SYSTEM

Welcome KIM AMIN
[Release Notes](#) [FAQ](#) [Help](#) [Logout](#)

Filter - FS Incidents and non-FS Incidents that Received FS Assistance

Start Date: January 8 2004

End Date: January 13 2004

Agency: Department of Agriculture - Forest Service

Unit: ID-FCF

Additional Tasks

[View Reports](#)

[User Administration](#)

FS Incidents and non-FS Incidents that Received FS Assistance from 1/8/2004 - 1/13/2004

Found 6 records

Generated Date/Time	FireCode	Agency	Unit	Incident Name	Other
1/12/2004 13:55	AXW0	FS	ID-FCF	NEW COMPLEX	
1/12/2004 13:53	AXV9	FS	ID-FCF	DFADFSDFDA	
1/12/2004 13:44	AXV5	FS	ID-FCF		
1/12/2004 13:42	AXV4	FS	ID-FCF		
1/12/2004 13:07	AXV1	FS	ID-FCF	AFDASFDA	
1/12/2004 13:07	AXV0	FS	ID-FCF	AFDASFDA	

My Information

Name: KIM AMIN

Agency: Forest Service

Geographic Area: National

Unit: National Interagency Fire Center

Role: SYSTEM ADMINISTRATOR

Time Zone: ET

[Edit My Information](#) | [Change Password](#)

You may download the report to Microsoft Excel on your computer, by clicking on the **Download to Excel** button.

You may view details about a FireCode by clicking on the link in the FireCode column.

ADMINISTRATIVE FUNCTIONS

If you have administrative access, you will be able to click on the **User Administration** link to edit User information including their region, unit, role, and status. You, also, will be able to add, delete, and approve pending accounts.

Editing a User's Account Information or Resetting a User's Password

To edit a User's account or reset their password, click on the **User Administration** link. The **User List** screen will appear. Click on the letter that corresponds to the first letter of the User's last name. The **User List** screen will then display all of the Users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the User where you wish to make the edit, or for whom you wish to reset their password.

The **Edit Information** screen will appear. If you wish to edit information on the User's account, make the desired changes and click on **Update** to save the changes. If you wish to reset the User's password, click on **Reset Password**. The FireCode System will then generate and e-mail a new password to the User.

You can view information regarding the date that the user requested an account, who approved their account, and the date that the user was granted access by viewing the **Account Information** on the right side of the screen.

Adding a User to the FireCode System

To add a User, click on the **Add User** link. The **Add User** screen will appear. Complete their information and click on **Update**. Please be sure to include their Internet E-mail address, not their Lotus Notes E-mail address.

The screenshot shows the 'FireCode System' logo at the top. Below it is the 'Add User' section. A legend indicates that an asterisk (*) denotes a required field. The form contains several fields: 'Agency' (a dropdown menu currently showing 'Department of Agriculture - Forest Service'), 'Geographic Area' (a dropdown menu showing 'Please Select ...'), 'First Name' (a text input field), 'Last Name' (a text input field), 'Internet Email Address' (a text input field), 'Phone Number' (a text input field), 'Time Zone' (a dropdown menu showing 'Please Select ...'), 'Login Name' (a text input field), 'Password' (a text input field), 'Password (repeat)' (a text input field), and 'Role' (a dropdown menu showing 'Please Select ...'). At the bottom of the form are two buttons: 'Cancel' and 'Add'.

Deleting a User from the FireCode System

To delete a User, click on the **Delete User** link. The **Delete User** screen will appear. Click on the letter that corresponds to the first letter of the User's last name. The **Delete User List** screen will then display all of the Users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the User you wish to delete from the FireCode System.

FIRECODE SYSTEM	
Welcome KIM AMIN Release Notes FAQ Help Logout	
User List A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Options User List Add User Delete User Pending Users
	Additional Tasks View Reports User Administration
	My Information Name: KIM AMIN Agency: Forest Service Geographic Area: National Unit: National Interagency Fire Center Role: SYSTEM ADMINISTRATOR Time Zone: ET Edit My Information Change Password

Once you have confirmed that this is the User you wish to delete, click on **Delete**. It should be noted that although the account will be deactivated, it would be maintained by the system for auditing purposes.

FIRECODE SYSTEM	
Confirm Delete for JOHN MORRISON	
JOHN MORRISON Agency: Department of Agriculture - Forest Service Geographic Area: National Unit: National Interagency Fire Center Name: JOHN MORRISON Internet Email Address: morrison_john@bah.com Phone Number: 703-902-5125 Login Name: JOHNMORRISON Role: SYSTEM ADMINISTRATOR Status: Active	
<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

Approving Pending Accounts

When someone within your organization requests an account, you will receive an e-mail prompting you to approve or deny the account. To approve a pending account request, click on the **Pending Users** link. The **Pending User** screen will appear. Click on the letter that corresponds to the first letter of the User's last name. The **Pending User List** screen will then display all of the Users who have a last name that begins with the letter that you have chosen. Choose the **Login Name** of the Individual's account you wish to approve.

The screenshot shows the FIRECODE SYSTEM interface. At the top, it says "Welcome KIM AMIN" with links for "Release Notes", "FAQ", "Help", and "Logout". Below this is a "User List" section with a grid of letters (A-Z) for filtering. To the right of the grid are "Options" (User List, Add User, Delete User, Pending Users) and "Additional Tasks" (View Reports, User Administration). At the bottom right is a "My Information" section showing user details: Name: KIM AMIN, Agency: Forest Service, Geographic: National, Area: National Interagency Fire Center, Unit: SYSTEM ADMINISTRATOR, Role: SYSTEM ADMINISTRATOR, Time Zone: ET. There are links for "Edit My Information" and "Change Password".

Click on **Status** and select whether you are approving or disapproving the account request. Then click **Update**. The Account Requester will receive an e-mail that reflects your decision.

Before approving their account, you have the option of editing their information. For example, if the Account Requestor has requested Data Entry access, but you believe they only need Read Only access, you may make the change before approving their account. As you are approving their account, please verify that they have listed their Internet E-mail Address not their Lotus Notes E-mail Address.

You may delete a requested account after it has been disapproved.

The screenshot shows the "Edit Pending User Information for JOE OILSLICK" screen. It has a "Pending User JOE OILSLICK" section with various fields: Agency (Department of Interior - Bureau of Indian Affairs), Geographic Area (Alaska), Unit (Fairbanks Agency), First Name (JOE), Last Name (OILSLICK), Internet Email Address (johm_christopher@baf), Phone Number (703), Time Zone (AT), Login Name (JOILSLICK), Role (READ ONLY), Status (Please Select...), and Disapproved Comments. There are "Cancel" and "Update" buttons at the bottom. On the right, an "Account Information" box shows "Access Requested On: 1/5/2004 14:27".

AVAILABLE ROLES IN THE FIRECODE SYSTEM

Read Only

Read only users may search for any FireCode that exists in the system and retrieve a read-only display of selected incidents. They may also run any relevant reports.

Data Entry

Data entry users may create a FireCode for any unit within their GACC, modify FireCodes to which their unit has edit rights, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their unit. They may also run any relevant reports.

Unit Administrator

Unit administrator users may create a FireCode for any unit within their GACC, modify FireCodes to which their unit has edit rights, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their unit. They may also flag FireCodes as duplicates to which their unit has edit rights. They may create Data Entry, Read Only and Unit Administrator accounts for their unit. They may also run any relevant reports.

GACC Administrator

GACC administrator users may create a FireCode for any unit within their GACC, modify FireCodes for any unit within their GACC, search for any FireCode that exist in the system and retrieve a read-only display of selected incidents for those outside their GACC. They may also flag FireCodes as duplicates to which any unit in their GACC has edit rights. They may create Data Entry, Read Only, Unit Administrator and GACC administrator accounts for any unit in their GACC. They may also run any relevant reports.

National Administrator

National administrator users may create a FireCode for any unit and modify FireCodes for any unit. They may also flag FireCodes as duplicates for any unit. They may create Data Entry, Read Only, Unit Administrator, GACC administrator and National Administrator accounts for any unit. They may also run any relevant reports.

EDITING MY INFORMATION

To edit your User information, click on the **Edit My Information** link. The **Edit My Information** screen will appear. Make the desired changes and click on the **Update** button.

FIRECODE SYSTEM

Edit My Information

* Indicates required field

My Information

User Name: KIMAMIN
Agency: Department of Agriculture - Forest Service
Geographic Area: National
Unit: National Interagency Fire Center

* First Name: KIM
* Last Name: AMIN
* Internet Email Address: morrison_john@bah.co
* Phone Number: 703
* Time Zone: ET

Cancel Update

CHANGING MY PASSWORD


After logging into the FireCode System, you may change your password. To change your password, click on the **Change Password** link. The **Change Password** screen will appear. Enter the requested information and click on **Change Password** to save. Passwords must be at least 8 characters and must contain at least one non-alpha character.



Change Password	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
New Password (repeat):	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Change Password"/>	

Whom to Contact for Help

For assistance with the FireCode System or to have your password reset, send an e-mail to firecode@bah.com or call (703) 917-CODE. You may find this contact information under **Support Note** on the login page.



Welcome to the USDA/DOI FireCode System!

Login	Support Note
Login Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/>	For support, please contact the FireCode Help Desk by phone at 703-917-CODE (703-917-2633) or by email at firecode@bah.com .
	USER WARNING This is a United States Government computer application, which may be accessed only for official government business by authorized personnel. Unauthorized users who access this application may be subject to criminal, civil, and/or administrative action. Access to this computer application may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer application by any person constitutes consent to these terms.

If you do not have a FireCode account, please [register](#).

CHAPTER 2

FireCode System Procedures Dispatch Offices

The dispatch office will access the FireCode System to retrieve a code for an incident. This code will become part of the federal agencies accounting string in their financial systems. The following procedures should be followed by each dispatch office. In addition, agency specific requirements may be included.

User of the system:

The Dispatch Center will designate a primary and secondary administrator, responsible for issuing User IDs and Passwords to the individuals who will require access to FireCode.

You will have to request a FireCode user account prior to receiving a valid User ID and password and access to the system.

FireCode Fields – Dispatch Business Rules

Discover Date and Discover Time

The User will complete this mandatory field. If the date and time discovered is not immediately known, the system will default to the system generated date and time. Once the information is known, the field should be updated.

Incident Name

The User will complete this mandatory field. Incident Name will be spelled out (i.e., Elk Mountain). Abbreviations will not be used.

Host Unit Id

The user must complete this mandatory field with the Host Unit's ID. The Unit ID field is edit checked against the Unit ID table and will accept only the Unit IDs contained in the table. The system of record is the National Unit ID Database. The format for the field is:

2 characters = State, embedded dash, 3 or 4 characters = unit

If the Host Unit ID is not in the system, enter the local dispatch office's Unit ID. Contact the Unit Administrator with the Unit ID information that needs to be added to the system. Once it has been added the record must be updated with the correct Unit ID.

The system will complete the Host Unit Name. This field will be populated from the Unit ID table accessed by the system.

If the fire is a non-federal fire, the system will display an additional field, labeled Non Federal Fire. This field should be completed with the non-Federal incident code or account code. The field is limited to 10 spaces. The Unit ID will be the non-Federal host unit.

Location

The user will complete this mandatory field (minimum of degrees and minutes). If the exact location is not known at the time the FireCode is generated, enter the closest location to the incident or if unknown use the unit's office location as a default. Upon receipt of the information, edit the field with the correct data. This must be done to ensure accuracy of all information for a fire.

The format for the field is:

- Latitude = Degrees (13 to 71) (mandatory) 3 spaces, Minutes (mandatory) 2 spaces, Seconds (optional, but should be added when known)
- Longitude = Degrees (66 to 156) (mandatory) 3 spaces, Minutes (mandatory) 2 spaces, Seconds (optional, but should be added when known)

Incident Order Number

The system will complete the first six spaces of the field with the Unit ID from the Unit ID field. The User will complete the next field (3 to 6 spaces). The format for the field is:

2 spaces, embedded dash, 4 spaces, embedded dash, 6 spaces

If a User edits the Host Unit ID field, the incident order number field will change automatically and clear the data in the 6 character portion. The User will have to complete that section again.

Complex

When a User is entering a new incident, the system shall default the Fire Complex field to "no".

The Complex field would only be checked yes if the fires are going to be managed under one FireCode and requires a new code for cost tracking purposes. (The Generate FireCode button will have to be selected in order for the Complex FireCodes box to be displayed.)

In order to add the FireCodes that comprise the fires in the complex, the User will have to know at a minimum two of the FireCodes.

If a complex is formed, but a new code is not going to be issued, the other field should be edited with the complex name for the fires that are being managed under the complex. You can also edit the complex field to yes and add the other codes but if this is done each fire will have to be edited.

Forest Service specific requirement also requires this information if a group of ABCD lightning fires are being managed under a complex and an additional code is not being issued for cost tracking purposes.

FS Assisted

If you are creating a FireCode for a unit not within the Forest Service and you have received assistance from a Forest Service unit, please click on the FS Assisted box. The FS Assisted box will not be visible if you are logged in as a unit within the Forest Service. This is the tool used by the FS to ensure FireCodes get input into NFC.

Other

The User will select any that apply from the “Other” field and will be completed when warranted. Multi-jurisdiction should be selected if the fire is hosted by more one than agency with jurisdictional responsibility. (The Host Unit ID for a multi-jurisdictional fire will be the owner at the time of discovery, but can be changed if necessary.) Reimbursable/Billable should be selected if the fire is reimbursable under an agreement (e.g., cost share) or billable (e.g., trespass, human caused (claim for the government)). Wildland fire use should be selected if the fire is being managed for resource benefit under an established plan. There may be an occasion where all three criteria could be selected. The format for the field is:

- ☐ Multi-Jurisdiction
- ☐ Reimbursable/Billable
- ☐ Wildland Fire Use

Comments

The User should utilize the comment field to capture any pertinent remarks. The system will automatically capture the User ID for tracking purposes. The most recent comment will appear first.

If a User leaves the field and returns to it later, it will open a new comment box and add the additional comments. Users who entered the comment can edit the information at any time, but will not be able to make changes to any other User’s comments.

For Forest Service (FS) incidents that are multi-jurisdictional, the agencies involved must be listed in this field (e.g., BLM, BIA, Idaho St.). Reimbursable/billable incidents should also list the agencies under the agreement.

Generate FireCode (button)

Once a FireCode is issued, the system will take the user back to the screen to print the information, to create another code, search for existing codes, exit the system, or generate reports.

The FireCode screen is required to be printed and the copy retained for 24 hours. Dispatch offices may choose to retain hardcopies for longer periods of time.

CHAPTER 3

Continuation of Operations Plan

A. System Unavailable

The FireCode system may be unavailable due to Internet problems, application failure, or network outages. In case any of these occur each Geographic Area Coordination Center (GACC) will have 1,000 FireCodes issued for distribution to the dispatch offices within their geographic area. The GACC will issue these codes sequentially to the dispatch offices for use if the system is unavailable. The dispatch office will be required to record the mandatory information at a minimum on the FireCode form (see Appendix A) and submit a copy to their FireCode Administrative User at the GACC. This information will then be added to the FireCode System by the system administrator once the application is available.

B. Dispatch Office Unable to Access FireCode

In case a dispatch office is unable to access FireCode, the following process will be followed:

- Dispatch Office FireCode Administrator will contact neighboring dispatch office of the problem and request assistance for generating codes.
- The dispatch office to assist will capture the necessary information and access the FireCode system and generate the code with the appropriate information (fire host unit's ID, etc.)
- The assisting dispatch office will provide the information to the requesting dispatch office (may be asked to fax the FireCode report)
- The assisting office will transfer edit rights to the requesting dispatch office, at which time all edits, etc., will occur by the correct owner of the code
- If a neighboring office is unable to provide assistance, the dispatch office will contact the GACC FireCode Administrator for assistance.
- The GACC will transfer edit rights to the requesting dispatch office once the office can access FireCode

C. Data Loss Recovery Procedures

The FireCode System is automatically backed-up every 15 minutes. In the event of a data loss during the period of time the data is not saved, the hardcopy printout of the FireCode issued will be used for data recovery.

The printouts will be submitted to the national system administrator when requested. The system administrator is responsible for adding the data back into the system prior to bringing the system back on-line and will reset the FireCode number such that it will not generate an already existing code.

CHAPTER 4

Bureau of Indian Affairs Agency Specific Business Rules and Procedures

Congressional direction was given to the Department of the Interior and the Department of Agriculture, Forest Service, to standardize fire incident financial (project) codes. An interagency project team was formed to complete this project. The members of the project team represent the dispatch community, financial, fire operations and fire business programs. The outcome of this project has been the development of the FireCode system.

The FireCode System is a web-based application accessed by the dispatch community to generate a unique code that is assigned to a wildland fire incident, emergency stabilization project or severity. In BIA, it is also assigned to actions to supplement resources or personnel for short periods of time and to actions to train emergency Firefighters (EFF) crew personnel and overhead. The FireCode will be used by all federal wildland fire agencies to report and track costs for these activities. FireCode will be part of an agency's accounting code and result in a common number to query for expenditures. The code issued from the system will be four characters, alpha/numeric. Each agency's financial representatives will establish that code into their financial centers through agency specific direction.

The FireCode will be used in place of the fire number for all financial obligations related to fire suppression, support actions i.e., short term augmentation of resources or personnel and EFF training and severity. The BIA National Business Center will pre-load FireCode numbers into the Federal Financial System (FFS) in place of fire numbers starting October 1, 2003. This does not preclude the entry of fire reports into the Shared Applications Computer System (SACS). Fire reports must be entered into SACS.

The following procedures will be used to implement FireCode by all Bureau of Indian Affairs wildland fire programs.

I. Wildland Fire Suppression

A. Fires occurring on BIA Trust lands (BIA/Tribal unit is the host unit).

1. BIA/Tribal host unit dispatcher will access the FireCode web-site and enter the incident information and get a FireCode for every wildland fire. This FireCode will be used for all obligations charged to an incident and by all resources assigned to an incident.
2. All Resource Orders will include the FireCode that is assigned to an incident in the "financial code block" of the Resource Order form.
3. The FireCode will be used by the BIA in place of the Fire Number when entering an obligation to the Federal Finance System (FFS). The Fire Code replaces the fire number in the accounting code for an obligation. Contract/compact tribes will use this code to identify all costs associated with an incident.

4. When entering the accounting for obligations, the 4 characters from FireCode must be entered into the BIA local unit's accounting code in place of the Fire Number. Compact/Contract tribes will use the FireCode to identify costs for fires when reporting to the BIA Regional Office.

B. Fires occurring on BIA Trust lands in which BIA/Tribal resources are sent from other BIA/Tribal units in support of the incident (BIA/Tribal unit is the host unit).

1. All BIA/Tribal resources responding from one BIA/Tribal unit to another BIA/Tribal unit in support of an incident will use the hosting BIA/Tribal unit's FireCode to charge all obligations. This FireCode will be used by BIA/Tribal resources as the charge code (project code) for obligations related to that fire.
2. BIA/Tribal supporting units will no longer use a locally created support action fire number to charge support action cost against, the FireCode will be used in its place.
3. The FireCode will be on the Resource Order form in the "financial code block" or will be provided by the host unit.
4. When entering the accounting for obligations into FFS, the 4 characters from FireCode must be entered into the BIA local unit's accounting code in place of the fire number. Compact/Contract tribes will use the FireCode to identify their respective costs for supporting other BIA/Tribal units when reporting to the Regional Office.

C. Fires occurring on other Federal lands in which the BIA/Tribe responds in an interagency effort or support action (another Federal agency is the host unit).

1. All BIA/Tribal resources responding to other Federal agency fires will use a FireCode created by the host Federal agency. This FireCode will be identified on the Resource Order form in the "financial code block" of the resource order or provided by the host agency.
2. The FireCode will be used by BIA/Tribal resources as the charge code (project code) for FFS obligations related to that fire. BIA/Tribal units will no longer use a locally created support action fire number to charge for interagency support actions.
3. When entering the accounting for obligations the 4 characters from FireCode must be entered into the BIA local unit's accounting code in place of the Fire Number. Compact/Contract tribes will use the FireCode to identify their respective costs for supporting other Federal Agencies when reporting to the Regional Office.

D. Fires occurring on State lands in which the BIA/Tribe responds in an interagency effort or support action (State agency is the host unit).

1. All BIA/Tribal resources responding to State Agency fires will create a FireCode for each fire if a FireCode has not already been created by another Federal agency. If a FireCode has been created, the BIA/Tribal unit(s) will use that FireCode. If a Resource Order is created the FireCode will be identified in the "financial code block" of the Resource Order form.
2. The FireCode will be used by BIA/Tribal resources as the charge code (project code) for FFS obligations related to that fire. BIA/Tribal units will no longer use a locally created support action fire number to charge for State interagency support actions.

3. When entering the accounting for obligations the 4 characters from FireCode must be entered into the BIA local unit's accounting code in place of the Fire Number. Compact/Contract tribes will use the FireCode to identify their respective costs for supporting State Agencies when reporting to the Regional Office.

E. Actions where additional local resources are employed under operations to supplement readiness capability as a direct result of short duration high fire danger on BIA Trust lands (support action vs long term severity).

1. If needed, a BIA/Tribal unit will acquire one FireCode for the fire season to cover all local support actions related to employing additional personnel under operations to supplement local forces when in short term high fire danger.
2. If a FireCode is created for local short term support actions the local unit must report the FireCode to their respective Regional Office when the code is created.
3. A support action fire report must be entered to SACS and the respective FireCode entered in that fire report. The remarks section of the fire report must identify the purpose of the support action. If additional short term support needs arise through the fire season, an additional support action fire report must be created for each action. All support action fire reports created for short term support actions will use the same annual FireCode.
4. When entering the accounting for obligations the 4 characters from FireCode must be entered into the BIA local unit's accounting code in place of the fire number. Compact/Contract tribes will use the FireCode to identify their respective short term support costs when reporting to the Regional Office.

II. Emergency Firefighter (EFF) Training

A. FireCode will be used by all BIA units to charge obligations related to EFF training.

1. BIA-NIFC will identify a unique FireCode for each BIA Regional Office to be used for EFF Fire Training within their region. BIA units within the region must use the designated FireCode for their respective region to charge obligations for EFF training.
2. The FireCode will be used in place of the support action fire number when entering an obligation to the Federal Finance System (FFS).
3. When entering the accounting for obligations the 4 characters from FireCode must be entered into the BIA local unit's FFS accounting code in place of a support action fire number. Compact/Contract tribes will use the FireCode to identify their respective EFF Training costs when reporting to the regional office.

III. Wildland Fire Severity

A. FireCode will be used by BIA to identify all cost related to approved wildland fire severity actions.

1. All severity requests will continue to be submitted to BIA-NIFC for approval. Upon approval, BIA-NIFC will acquire a FireCode and notify the agency of the FireCode and authorized funding level.
2. The FireCode will be used to charge all authorized obligations for readiness under the severity request.

3. If resources are ordered through the inter-agency resource ordering system a FireCode will be identified by the requesting or host unit on the Resource Order form in the “financial code block.”
4. When entering the accounting for obligations, the 4 characters from FireCode will be used in place of the Project Cost Accounting System (PCAS) number when entering an obligation to the Federal Finance System (FFS). Compact/Contract tribes will use the FireCode to identify their respective severity costs when reporting to the Regional Office.

CHAPTER 5

Bureau of Land Management Agency Specific Business Rules and Procedures

1. The BLM National Business Center will preload fire project numbers from the FireCode System into FFS.
2. Under current practices, when a dispatch office issues a project number to a BLM fire, or issues a project number in support of another agency's fire, the number comes from a preassigned list of fire project numbers. When the FireCode system is implemented, preassigned lists of fire project numbers will no longer be used. Fire project numbers will be accessed through the FireCode web application, which will generate a 4-digit alpha-numeric code. This number will be referred to as the fire code.
3. Once a dispatch office accesses FireCode to generate a code for a fire, current business practices for the BLM will remain the same. The dispatch office will provide the code to resources responding to the fire, to other neighboring dispatch units providing resources, and will include the code on all resource orders generated for that fire.
4. Local unit dispatch offices will generate a code for each fire within their jurisdiction. BLM units will assign a fire code to each fire on BLM land, which is no change from the current practice.
5. If a BLM unit receives a request from another federal wildland fire agency or dispatch office to provide initial attack resources to a fire, the code will be provided by the requesting agency or dispatch office. The code will then be provided to the resources responding to the fire.
6. If a BLM unit receives a request for resources via the resource order system, the code will be included on the order. The code will then be provided to the resources responding to the fire.
7. If a BLM dispatch office receives a request from a non-federal entity to provide support to a non-federal fire, the dispatch office will access FireCode to assign a code to the fire. This is the code that will be used by all federal wildland fire agencies that provide support to that fire.
8. Since the fire codes will be preloaded into FFS, and there will be no additional requirements by BLM finance offices to enter codes into the system.

CHAPTER 6

U.S. Fish and Wildlife Service (FWS) Agency Specific Business Rules and Procedures

The FireCode system has been established in response to Congressional direction to standardize fire incident financial coding across all Federal National Fire Plan agencies. A work group of fire operations and budget and finance representatives from the Forest Service and the four Interior firefighting bureaus (BLM, FWS, BIA, NPS), chaired by the Office of Wildland Fire Coordination have developed this process/system. The system has been developed to work in each bureau's financial system to produce reports promptly when requested.

The following procedures are to be used when assigning an account number for a wildland fire incident (suppression or fire use) or emergency stabilization when establishing an account number into the Federal Financial System (FFS).

Current guidance found in the FWS Fire Management Handbook for step-up or severity request authorizations and assists will continue to be followed. **The project codes assigned for these type of incidents/activities will be all alpha or all numeric** so as to prevent duplication of project codes assigned by the FireCode system. **Currently, the FireCode system will only be used for "wildfire suppression" activities.**

All other project codes will continue to be generated by FMIS, i.e., Rx, WUI, FWS Severity Requests on FWS-owned lands.

FireCode Access and Use

Prior to use of the system, individuals will request access to FireCode on-line. A consideration for access to FireCode should be those individuals who would normally access a project/account code for an incident, i.e., those individuals who have access to FMIS.

The requests will be approved by a designated agency Administrator. Contact your local regional Fire Management Branch office for a list of those individuals.

Wildfires on FWS-owned Land

1. FWS personnel would be the primary initial attack agency (host).
2. FWS representative, i.e., Fire Program Tech, FMO, AFMO, etc., will log into the FireCode system and enter the required information.

Create FireCode

Time Now: 9/29/2003 13:45

* Discover Date: September 29 2003

* Discover Time: 13 : 44 MT

Incident Name: BIG BURN

* Host Unit Id: NM - BDR

Host Unit Name: Bosque del Apache NWR - Fish & Wildlife Service

* Latitude: 33 : 45 :

* Longitude: 106 : 53 :

Incident Order #: NM - BDR -

Complex: ☐ Yes ☒ No

Other: ☐ MULTI - JURISDICTIONAL
☐ REIMBURSABLE / BILLABLE

Additional Tasks

[View Reports](#)
[User Administration](#)

My Information

Name: KATHY WINSHIP
Agency: Fish & Wildlife Service
Geographic Area: Southwest
Unit: Region 2 Regional Office
Role: NATIONAL ADMINISTRATOR
Time Zone: MT

[Edit My Information](#) | [Change Password](#)

3. A four character alpha-numeric code will be system generated.

Address <http://training.firecode.gov/create.cfm?action=confirm> Go Links [Customize Links](#) [Free Hotmail](#)

FIRECODE TRAINING

Welcome
KATHY
WINSHIP
[Help](#) [Logout](#)

<h3>FireCode Created</h3> <p>A new incident has been created with the FireCode ACS0</p> <p>Edit information for BIG BURN</p> <hr/> <h3>Create FireCode</h3> <p><input type="button" value="Create New FireCode"/></p> <hr/> <h3>Search for FireCodes</h3> <p>FireCode: <input type="text"/> <input type="button" value="Search"/></p> <p>Advanced Search</p>	<h3>ACS0 Information</h3> <p>Print Information</p> <p>FireCode: ACS0</p> <p>Discover Date: 9/29/2003</p> <p>Discover Time: 13:44 MT</p> <p>Incident Name: BIG BURN</p> <p>Host Unit Id: NM - BDR</p> <p>Host Unit Name: Bosque del Apache NWR - Fish & Wildlife Service</p>
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Internet

FireCode Training System - Microsoft Internet Explorer

FIRECODE TRAINING

ACS0 Information

FireCode: **ACS0**

Discover Date: 9/29/2003

Discover Time: 13:44 MT

Incident Name: BIG BURN

Host Unit Id: NM - BDR

Host Full Name: Bosque del Apache NWR - Fish & Wildlife Service

Latitude: 33:45

Longitude: 106:53

Incident Order #: NM - BDR -

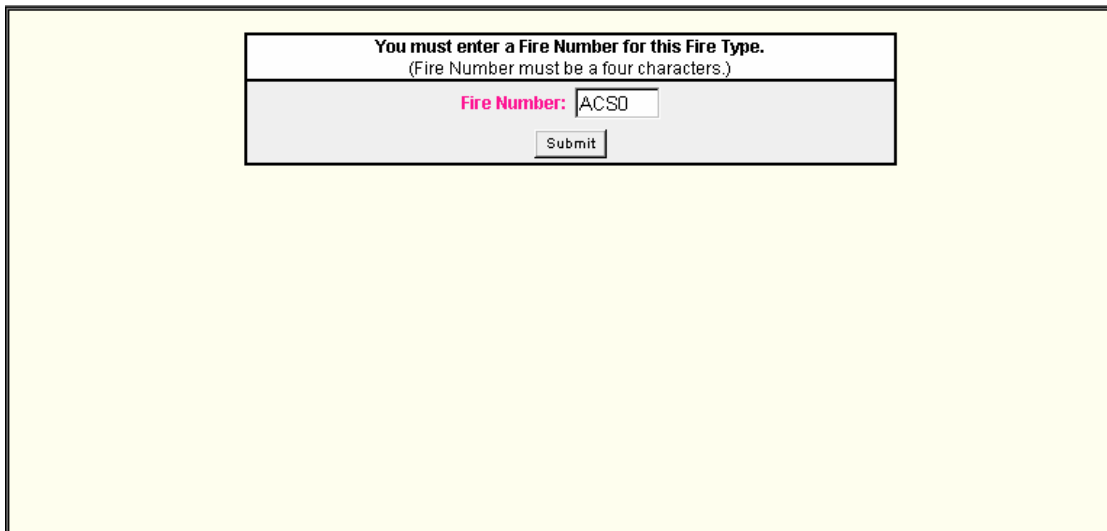
Complex: No

Other: None

Comments:

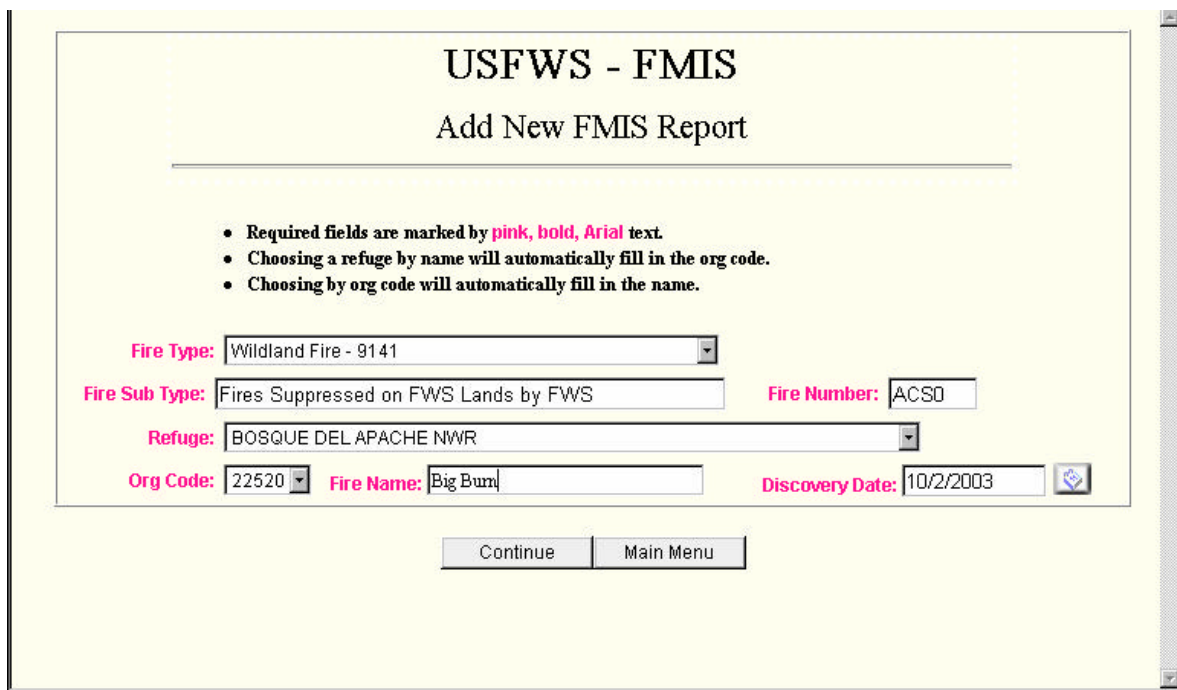
[Print Information](#) [Close](#)

4. The four character code will be manually input into the Fire Management Information System (FMIS).



You must enter a Fire Number for this Fire Type.
(Fire Number must be a four characters.)

Fire Number:



USFWS - FMIS

Add New FMIS Report

- Required fields are marked by **pink, bold, Arial** text.
- Choosing a refuge by name will automatically fill in the org code.
- Choosing by org code will automatically fill in the name.

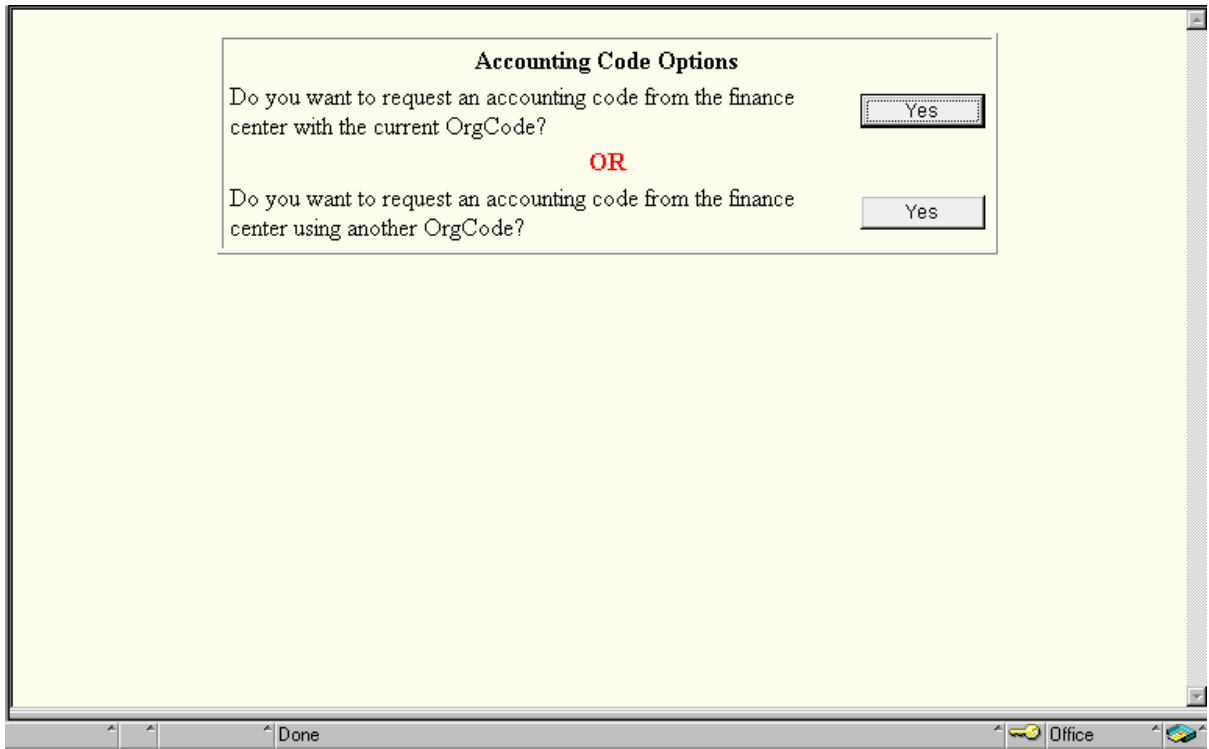
Fire Type:

Fire Sub Type: Fire Number:

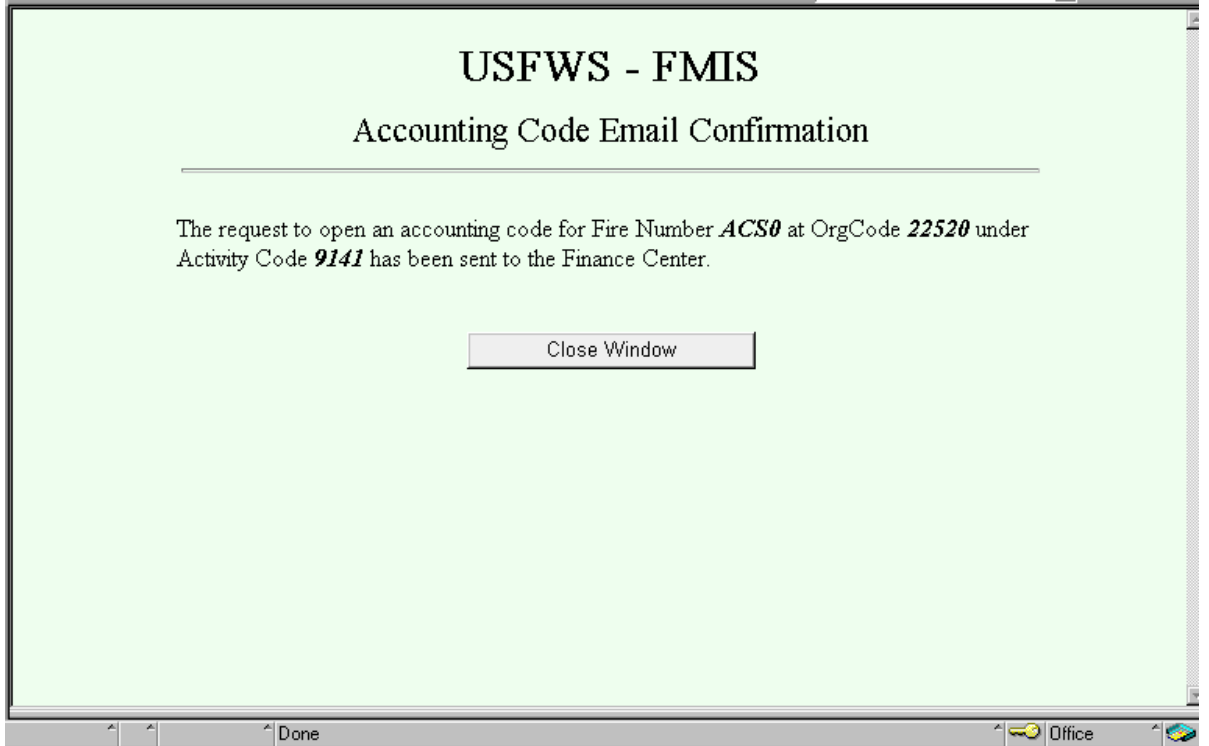
Refuge:

Org Code: Fire Name: Discovery Date:

5. The FMIS will prompt you to activate this code into the Federal Financial System. Answer **Yes**.



6. Use the organization (**station**) code of the wildfire location.



All information regarding the fire should be updated/maintained as normal within FMIS.

7. FWS personnel will provide the FireCode to the local zone dispatcher.

If your refuge/station normally receives codes from an Interagency dispatch center – this will not change. The dispatch center will provide the FireCode to you based on the host unit ID provided.

If after hours on FWS-owned Land

1. FWS will contact local zone dispatch.
2. The local zone dispatch will issue a FireCode and provide the system generated code based on Unit ID – Resource Unit Identifier of the FWS station.
3. FWS representative will manually input the FireCode into FMIS and activate charge code in Federal Financial System by next business day.

FWS Assisting another Federal Agency

1. The host agency will provide the FireCode to all interagency resources. This code will also be part of the resource order initiated through ROSS.
2. The code will be activated in the Federal Financial System through FMIS at the local station level.

FWS Assisting a State Agency

1. If FWS resources are responding to a State agency fire, a FireCode will be established for each fire ONLY if a FireCode has not already been created/generated by another Federal agency.
2. If a FireCode has been established by another Federal agency that is the code that will be used by all Feds for support.
3. If a resource order has been created, the FireCode should be identified in the “financial code” block of the resource order form.
4. If the FWS is the first, or only, Federal agency responding, then the FireCode will be generated by that local FWS office using the State agency’s Host Unit ID.

FWS Severity Requests

Severity procedures are remaining the same as directed in the FWS Fire Management Handbook.

1. Select Severity Request from main menu in FMIS.

USFWS - FMIS

Add New FMIS Report

- Required fields are marked by **pink, bold, Arial** text.
- Choosing a refuge by name will automatically fill in the org code.
- Choosing by org code will automatically fill in the name.

Fire Type:
Refuge:
Org Code:

Prescribed Fire/Chemical/Mechanical/Treatment - 9263
 Wildland Fire - 9141
 Wildland Fire Use - 9141

 Wildland Urban Interface - 9264
 Request for Severity Funding - 9141

Discovery Date:

The FMIS will assign an ***“all numeric”*** code so as not to be confused with a FireCode generated number.

REQUEST FOR SEVERITY FUNDING REPORT Status: INCOMPLETE

Org Code: 22520 CY: 2003 FY: 2004
Refuge: BOSQUE DEL APACHE NWR
Name: SEVERITY 2004 Fire Number: 2026

*** The fire number for this new fire is 2026 ***

Change Org Code: Severity Name:

Start Date: **Stop Date:** **Open Accting Code?**

Fin. Mgmt Code: Actual Cost: As of:

Entered By: **Title:** **Date:**

Approved By: **Title:** **Date:**

Narrative:

All other information and screens will be populated as normal following all current FWS guidelines.

Severity Assists to Another Agency

If a fire-funded FWS employee assists another agency on a severity request the following charge codes should be used, using the employee's home org code:

Assisting the National Park Service	XXXXXX-9141-SVNP
“ “ Bureau of Indian Affairs	XXXXXX-9141-SVBI
“ “ Bureau of Land Mgmt.	XXXXXX-9141-SVBM
“ “ Forest Service	XXXXXX-9141-SVFS
“ “ State Agency	XXXXXX-9141-SVST

Assists to other Federal Agencies on Fuels Projects

When fire-funded employees assist another agency on prescribed burns the following cost codes should be used:

Assisting the National Park Service	93252-9263-PARX
“ “ Bureau of Indian Affairs	93252-9263-AARX
“ “ Bureau of Land Mgmt	93252-9263-DARX
“ “ Forest Service	93252-9263-FARX
“ “ State Agency	93252-9263-SARX

CHAPTER 7

Forest Service Agency Specific Business Rules and Procedures

The Forest Service has additional requirements that dispatch offices will need to implement with the use of the FireCode system. The FireCode system generates a number that is four characters (alpha/numeric). The Forest Service accounting structure requires eight characters (the last two automatically generated by the accounting system). In order to meet this requirement, the dispatch office will be required to add two additional leading characters to the FireCode generated by the system per the following business rules.

A. Forest Service Fires Size Class ABCD

The Forest Service (FS) will continue to lump ABCD fires. The Washington Office, National Interagency Fire Center, will access the FireCode System to generate an ABCD P-code for each Forest. These codes will be established in the National Finance Center (NFC) with the wildcard feature. Once the codes are obtained from the system, the codes will be distributed to the Forests, plus any dispatch office will have access to the FireCode system to generate a report for their unit's codes. These codes will be established with the Forest's Unit ID. The job code structure will continue with the first two characters being "P" and region number (e.g., P1xxxx, P2xxxx, etc.)

Each unit has the ability to generate other ABCD support codes for their unit's needs, as well as any additional P codes for fires due to potential billings, regardless of size class. (See Appendix B, Forest Service Finance Business Rules for direction.) (Caches contact their servicing dispatch office and regional offices contact their Geographic Area Coordination Center (GACC) to request support type codes).

A complex of ABCD fires will only require a new code be issued through FireCode if the total cost of just those fires is to be tracked. If that is done, then list the names of the smaller fires in the comment field with the new FireCode as well. If at any time an ABCD fire goes beyond size class D, a new code should be generated.

B. Forest Service Fires Size Class E and Larger

For a FS fire, size class E and larger, the host unit dispatch office will access the FireCode System to generate a code. The FS will continue to use "P" as the leading character for wildland fires being suppressed. For a FS fire, the following structure will be added to each FireCode issued:

- P will be the first character, followed by the number of the FS Region that owns the fire:
 - Region 1 = 1
 - Region 2 = 2
 - Region 3 = 3
 - Region 4 = 4
 - Region 5 = 5
 - Region 6 = 6
 - Region 8 = 8
 - Region 9 = 9
 - Region 0 = 10
- The complete six character code will be added to the Resource Order form following current procedures. (For example, a fire on the Tonto National Forest retrieves FireCode AB45. The responsible dispatch office for the Tonto would issue P3AB45 and record it in the dispatch system).
- The P codes will be created in the NFC to allow for any Region and Unit identifier (Wildcard). Resources will use the P-code issued on their timesheets and travel vouchers. No override code is required. Payments will be made using the paying offices region and unit identifier unless otherwise directed. This method eliminates the requirement of overriding. (For example, a Boise NF employee goes to Region 6 to a fire. They are given P6AB49 as the job code. They would enter P6AB49 on their timesheet and travel voucher and let it default to the Boise's region and unit identifier – 0402.)

C. Forest Service Fires Managed for Resource Benefit

The FS will continue to use other pre-fixes for fires. The FireCode System includes a field to be completed if a fire is:

- Multi-Jurisdiction
- Reimbursable/Billable
- Wildland Fire use

For any of the above, a FireCode will be issued. The leading character will be a “P” for both the multi-jurisdiction and Reimbursable/Billable fires, but a “G” will be the leading character for Wildland Fire Use fires. The second character will be the Region's number that hosts the fire. (For example, a fire on the Cleveland National Forest is issued FireCode BB33. The fire is being managed for resource benefit, therefore the Cleveland will issue G5BB33.) Again, this code will be established with the wildcard feature.

D. Forest Service Personnel Assisting on Department of Interior (DOI) Fires

The FireCode issued for DOI fires will be established in the NFC only when FS resources assist. Forest Service will not enter FireCode to generate a code for assistance. The DOI Bureaus will issue a FireCode for any size class fire. A set pre-fix will be used for each DOI Bureau and will be the leading characters of the FS accounting code (job code). If a dispatch office completes a request for resources for a DOI fire with a FS employee, they will add to the code issued by the DOI, the following leading characters:

- Bureau of Indian Affairs fires will contain **PA** as the first two characters
- Bureau of Land Management will contain **PD** as the first two characters
- Fish and Wildlife Service will contain **PR** as the first two characters
- National Park Service will contain **PP** as the first two characters

(For example, Sam Smith is filling an order for a division supervisor and he is from the Dixie NF. The fire is on Vale BLM district and the FireCode issued is BG5T. Sam's resource order would include UT-VAD-xxxxx, PDBG5T.)

The Second character is the last letter of the established unit identifier as defined in the Unit Identifiers publication (NFES 2080).

The codes will be established in the NFC with the wildcard feature, so resources responding will use the P-code issued on timesheets and travel vouchers (no override), as well as any other payment documents. (See B. above for an example.)

E. Forest Service Personnel Assisting on Non-Federal Fires

If a dispatch office is filling a resource order for a state fire (or other cooperator), the FireCode will be generated by the initial office providing assistance, which is usually the dispatch office that provides support to the State host unit. The Host Unit ID will be the non-Federal Unit ID. For FS resources responding to a State fire, the FireCode issued will be utilized, with **PN** as the first two characters for the accounting code (job code). The dispatch office should query the system to determine if another unit has generated a code for that fire prior to retrieving a code.

For example, Oregon Division of Forestry has a fire in the Burns area. The Burns Interagency Dispatch Center receives a request from the State for resources, and the order is filled with FS personnel. The Dispatcher will retrieve a FireCode from the system and place it on the Resource Order form with a PN as the leading characters, i.e., PNCD13. The code will be established in the NFC as PNCD13 with the wildcard feature. Personnel responding would use the P-code issued on timesheets and travel vouchers (no override), as well as any other payment documents. (See B. above for an example.)

F. Emergency Stabilization Rehabilitation Assessments

Emergency stabilization assessments codes will be established with the letter “H.” The Washington Office, National Interagency Fire Center, will access the FireCode System to generate one H-code for each Region to track the assessment expenditures for BAER teams. These codes will be established in the National Fire Center with the wildcard feature. Once the codes have been retrieved from the FireCode system and established in the NFC, the codes will be distributed to the field. The job codes will include “H” plus the Region’s number, followed by the four character issued from the system.

Burned Area Emergency Rehabilitation plan implementation job codes will be established by NIFC upon request from the Region in FFIS with substituting the P with an H, but retaining the remaining five characters from the P code for that fire. These codes will only be created when a plan is approved and will follow the activity and fund structure required per manual direction.

G. Propagating the FireCode

- The WO, NIFC, Administrative staff will have the responsibility of establishing the codes in the NFC. The FireCode system will be queried on a daily basis by 0800 Mountain Time to determine if any FireCodes were issued in the last 24 hours for FS fires or FS assisted fires.

Initial attack assistance to the DOI and States will require the use of the FireCode issued for those incidents.

All FireCodes issued daily will be established in NFC on a daily cycle.

CHAPTER 8

National Park Service Agency Specific Business Rules and Procedures

The National Park Service (NPS) will utilize the FireCode issued for any fire for all resources assigned to the fire. The established dispatch business rules meet the needs of the NPS for dispatch, however the finance procedures have changed. Please refer to the appendix for these details.

APPENDIX A

Information Required for Fire Incidents			
Database Field	Description	Sample Data	Data Restriction
Incident Code	The Fire Code that was used for this incident.	A9BD	* 4 Alpha-numeric characters * Cannot contain only alpha characters * Cannot contain only numeric characters * No Is or Os in code
Incident Name	The name to be displayed in the FireCode system for this fire incident.	Joe's Fire	* <= 1,000 Alpha-numeric characters
Discover Date	The date the fire was discovered	6/29/2003	* Must be a valid date * Formatted as mm/dd/yyyy
Latitude Degrees	The degree portion of the latitude of the fire incident.	87	* Numeric values only * Must be between -90 and 90
Latitude Minutes	The minutes portion of the latitude of the fire incident.	59	* Numeric values only * Must be between 0 and 60
Longitude Degrees	The degree portion of the longitude of the fire incident.	150	* Numeric values only * Must be between -180 and 180
Longitude Minutes	The minutes portion of the longitude of the fire incident.	59	* Numeric values only * Must be between 0 and 60
Username	The username of the person who "created" / reported the fire incident.	JHILL123	* <= 38 Alpha-numeric characters * Must be a user that exists in FireCode system

This table displays the required data and field length

[illegible]

This Excel spreadsheet is an example of what is required to be sent to the GACC Administrator. In the event there is a system failure the manually issued FireCodes will be input into the FireCode application by the system administrator.

APPENDIX B

USDA Forest Service Interagency FireCode System Administrative Business Rules for Fire Suppression FY 2004

The following procedures are to be used in establishing job codes in FFIS for wildland fire suppression, wildland fire use, and emergency stabilization rehabilitation. Burned Area Emergency Rehabilitation Plan implementation, severity, and FEMA job codes will be established following past practices.

The FireCode system will be used to generate a four-character code (alpha/numeric) that will become part of the job code for wildland fires. Any Department of Interior or State fires that the Forest Services provides resources to, including contracts that are paid by the FS, will require the creation of the DOI code in FFIS.

Beginning October 1, all P-codes, B-codes, G-codes, and Emergency Stabilization Rehabilitation codes will be established by the administrative staff at the National Interagency Fire Center (NIFC). The Boise National Forest will provide back-up support in the event the NIFC staff is unable to establish codes. The Payment Center located in Ogden will serve as the hot-site location in case of connect or network problems at NIFC.

A. P-code establishment in FFIS

The dispatch community has the responsibility for accessing the FireCode System and generating a code for a fire. The NIFC staff will access the FireCode System on a daily basis at 0800 to determine if any FS fires were issued a unique FireCode. If a code was issued, then the appropriate leading characters will be added to establish the six-character job code. "P" will continue to be used, followed by the Region's number:

- **P1 = Region 1**
- **P2 = Region 2**
- **P3 = Region 3**
- **P4 = Region 4**
- **P5 = Region 5**
- **P6 = Region 6**
- **P8 = Region 8**
- **P9 = Region 9**
- **P0 = Region 10**

SJOB will be accessed daily by 0900 to establish any codes issued within the previous 24 hours. The job codes will be established with the wildcard feature.

Unique FireCodes will be required for size class fires E and greater, trespass fires, billable/reimbursable fires, and fires of suspicious origin (arson).

FFIS Job Code Structure

ALLOT ORG = * JOB= Pxxxxx04 Proj Desc = fire name
BYFS = 04 Fund = WFSU Program = WFSU

B. B-code establishment in FFIS

The Forest Service is required to implement the use of B-codes in FY 2004 for all fires (WFPR) funded resources that support wildland fires. In order to meet this requirement, for every P-code and G-code established in FFIS a B-code will be established with the wildcard feature. Resources supporting the suppression efforts will be required to use the B-code for their base time on their timesheets. If a forest backfills behind the resource, that resource charges their base time to the unit's WFPR funds and the individual charging to the B-code switches and charges to the fire's P-Code for all time.

Daily availability for contracts paid from WFPR funds would be switched to the B-code for the fires it is supporting. If a unit backfills behind that equipment, then the availability of the backfill equipment is charged to the unit's WFPR funds, and all charges for the equipment assigned to the fire are charged to the P-code for that fire.

FFIS Job Code Structure

ALLOT ORG = * JOB= Bxxxxx04 Proj Desc = fire name
BYFS = 04 Fund = WFWF Program = WFPR

C. P-Codes for ABCD Miscellaneous

The Forest Service will continue to lump size class fires less than E. NIFC will retrieve one ABCD FireCode from the system for each forest and issue the code after it has been entered into SJOB within the first week of the fiscal year. These job codes will be established with the wildcard feature and will contain the region's number as the second character.

Forests and Regional Offices will be able to retrieve other FireCodes necessary for ABCD miscellaneous needs, such as reimbursable mutual aid, non-reimbursable mutual aid, false alarm, move-up and cover (back fill), fire cache, and support orders.

B-codes will be created for these, see B. above.

D. G-code establishment in FFIS

The FS will use G-codes for fires managed for resource benefit. The dispatch office will identify if a fire is being managed for resource benefit when retrieving a FireCode from the system. NIFC will query the FireCode system no later than 0800 daily and identify any codes issued for resource benefit in addition to other FS fires. These codes will be established with the “G” followed by the region’s number that hosts the fire, then the four character FireCode. G-codes will be created in SJOB with the wildcard feature.

FFIS Job Code Structure

Allot ORG = * Job Type = Gxxxxx04 Proj Desc = fire name
BFYS = 04 Fund = WFWF Program = WFSU

B-codes will be created for these fires, see B. above.

E. H-code establishment in FFIS

The emergency stabilization rehabilitation assessment codes will be established by the NIFC administrative staff in FFIS. The FireCode system will be accessed to generate one H-code for each Region to track the assessment expenditures for BAER teams. These codes will be established with the Region Wildcard feature. The format of these codes will be:

- Region 1 = H1xxxx
- Region 2 = H2xxxx
- Region 3 = H3xxxx
- Region 4 = H4xxxx
- Region 5 = H5xxxx
- Region 6 = H6xxxx
- Region 8 = H8xxxx
- Region 9 = H9xxxx
- Region 10 = H0xxxx

The “xxxx” will be generated by the FireCode System. After retrieving the codes, FFIS will be updated. Once the codes are available in FFIS, the H-codes will be distributed to the field.

FFIS Job Code Structure

Allot ORG = 0R* Job Type = Hxxxxx04
Proj Desc = Emer. Stab. Assessment
BFYS = 04 Fund = WFSU Program = WFSU

The Regions will request the establishment of H-codes in FFIS for the BAER Plan implementation through NIFC. These codes will mirror the P-code for the fire so total costs of BAER activity can be captured.

F. Establishment of DOI issued FireCodes in FFIS

The DOI will issue a FireCode for all their fires. These codes will be entered into FFIS only if FS provides resources either personnel or contract (that the FS is responsible to pay). The job codes will be established with the following leading two characters:

- Bureau of Indian Affairs (BIA) = **PA**
- Bureau of Land Management (BLM) = **PD**
- Fish and Wildlife Services (FWS) = **PR**
- National Park Service (NPS) = **PP**

The second character is the last letter of the established unit identifier as defined in the Unit identifiers publication (NFES 2080).

NIFC will run reports daily to determine if any FS resources have responded to DOI fires. Those FireCodes will be established in FFIS with the above two characters followed by the FireCode and will be wildcarded.

Initial attack assistance to the DOI and non-Federal Units will require the use of the FireCode issued for those incidents. Checking the FS assisted box on the generate FireCode page will facilitate the establishment of the required code (PPCZ3B) in FFIS.

B-codes will be created for these, see B. above.

G. Establishment of non-Federal Fires with FS Support

States and other non-Federal Units will not utilize the FireCode System to generate codes, however the FS and DOI will retrieve a FireCode if federal resources respond and provide support. The agency that receives the request initially and fills an order will generate the FireCode. The information contained in the FireCode record will identify it as a non-federal fire. NIFC will establish any of these FireCodes in FFIS with **PN** as the first two characters of the job code. The remaining four will be the code generated from the FireCode system. These P-codes will also be established with the wildcard feature.

H. Establishment of P-codes for AD hire Training and Work Capacity Costs

A P-code will be issued for each Region to be used for the allowable expenditures to suppression funds versus a single national code. NIFC will access the FireCode System to generate the codes and distribute to the field once established in FFIS. These codes will be established with the Region's own unit identification versus wildcard since the use is limited.

WILDLAND FIRECODE PROJECT
National Park Service
Finance Business Rules
For
Wildland Fire Suppression
Wildland Fire Use
Emergency Stabilization
Burned Area Rehabilitation

The following procedures are to be used when assigning an account number for a wildland fire incident (suppression or fire use), emergency stabilization or burned area rehabilitation and for establishing that account number in the Federal Finance System (FFS.)

For step-up and severity project codes, parks will follow their current method of authorizations and establishing project codes. **In order to prevent duplicate project codes, all project numbers assigned by the parks or regions for step-up and severity must be all alpha or all numeric characters. They cannot be a combination of alphanumeric. That combination is reserved for the FireCode system.**

The use of the FireCode in the accounting string by all agencies will provide a more accurate accounting of the cost of each individual fire. For the National Park Service (NPS) all accounts will be set up using the FireCode as the project number. The format of the NPS account number will not change:

- XX## - X##

= The four character numeric ORG code of the park or office

XX## = The four character alphanumeric FireCode assigned to the
incident

X## = The three character alphanumeric PWE

If the incident crosses fiscal years, the subproject table in FFS will need to be established in the new fiscal year. Do not change the FireCode (project number) as the incident is tied to this code. This code will be used to track all the costs through the life of the incident.

The following PWEs will be used with the FireCode:

ACTIVITY	SUBACTIVITY	PWE
Suppression	Wildland Fire Suppression	E11
	Wildland Fire Use	E12
	Emergency Stabilization	E13
Burned Area Rehabilitation		B11

1. A wildland fire starts (suppression or wildland fire use) in a national park.
 - The park dispatch office gets a FireCode using the established dispatch business rules for the FireCode project. An example is:
 - The code assigned is AAB4.
 - The code AAB4 is included on all resource orders issued for this fire.
 - The park creates an account in FFS using their ORG code, the assigned FireCode provided by the dispatch office as the project number, and the appropriate PWE (i.e., E11 for suppression, E12 for fire use.) For example:
 - Yellowstone National Park (YELL), located in the NPS Intermountain Region (IMR), would set up account number 1573-AAB4-E11 in FFS because the fire is in their park and is managed using a wildland fire suppression strategy. (The account number would be 1573-AAB4-E12 if managed by fire use.)
 - The park will forward the assigned account number to their regional office. The regional Fire Program Assistant (RFPA) will ensure it is posted to their website and make this account number available to all other RFPAs. Following the above example:
 - The park will telephone or e-mail the IMR RFPA with the assigned account number.
 - The IMR RFPA will e-mail to all other regions' RFPAs the appropriate 1573-AAB4-E11 account number. All RFPAs will e-mail the account number to all Fire Program Assistants (FPA) within their region. The IMR FPA will ensure it is posted to a website.
 - All resources assigned and used at the park level will be charged to this account.
 - Other NPS resources assigned to this fire will use the account number established at the park where the fire occurred. Using the YELL fire example:
 - An engine crew from a park in the Northeast Region (NER) is resource ordered to the fire at YELL.
 - Neither the park nor the NER office would set up an account for this incident. The park office will check the IMR website for the account number. If it has not been posted they will contact their RFPA (NER) for the correct account number. If their RFPA (NER) is unavailable, they will contact the RFPA in the region (IMR) in which the fire started.
 - The account number 1573-AAB4-E11 will be used for all payroll, travel and supply costs related to this incident.
2. A wildland fire started outside NPS boundary lines, but NPS resources are assigned.
 - The resource order will carry the FireCode. An example is:
 - A fire started on Forest Service land outside the boundary line of Sequoia Kings National Parks (SEKI), located within the Pacific West Region (PWR) of the NPS and will be managed using a wildland fire suppression strategy.

- The code assigned is **BBB3**.
 - A resource order is issued for a NPS employee.
 - The resource ordered employee's park/office reviews the website of the NPS region where the fire is located for the assigned account number. If it has not been posted the park/office will notify the RFPA of the region where the fire started to establish a regional account using the assigned FireCode as the project account. Following the above example:
 - A NPS logistics chief from the Southeast Regional (SER) is resource ordered.
 - The SER office would not set up their account for this incident, but would review the PWR website for the account number using this FireCode. If it has not been posted they would contact the PWR RFPA, providing the FireCode **BBB3** from the resource order.
 - The PWR RFPA will provide the regional account number 8075-**BBB3**-E11. The PWR FPA will also establish the account number in FFS, ensure it is posted to their website and distribute that number to all other RFPAs. All RFPAs will e-mail the account number to all FPAs within their region.
 - All payroll, travel and needed supplies for the wildland fire incident with the FireCode **BBB3** are charged to the 8075-**BBB3**-E11 account number.
3. A wildland fire is managed using a wildland fire use strategy, but is later converted to a wildland fire suppression strategy.
- The wildland fire use incident was assigned a FireCode. An example is:
 - The FireCode assigned was **BBC8**. The IMR office assigned account number 1249-**BBC8**-E12, posted it to their website and distributed the account number to all other RFPAs.
 - The incident is later converted to a wildland fire suppression strategy and the IMR RFPA will establish 1249-**BBC8**-E11 in FFS, post it to the website and distribute this new account number to all other RFPAs. All RFPAs will e-mail the account number to all FPAs within their region.
 - The wildland fire use costs and wildland fire suppression costs are kept separate, but both sets of costs will be included in any report generated by the FireCode **BBC8**.
4. If resources are later ordered for emergency stabilization on a wildland fire managed using suppression tactics, the following process is to be followed:
- The wildland fire incident currently has a FireCode assigned through the dispatch procedures. Do not get a second FireCode as the stabilization and rehabilitation costs need to be tracked back to the incident that created the need for the resources.
 - The office that set up the wildland fire account number using the FireCode will set up an emergency stabilization account using the FireCode as a project number and the E13 PWE. An example is:
 - The fire at YELL (1573-**AAB4**-E11) requires emergency stabilization.

- The park sets up account number 1573-**AAB4**-E13 and establishes the account in FFS for all resources assigned to the emergency stabilization.
 - Account information is forwarded to the IMR RFPAs, using the same method as a wildland fire suppression or a wildland fire use incident. The RFPAs will ensure the new account is posted to their website and distribute it to all other RFPAs. The RFPAs will e-mail the new account to all FPAs within their region.
5. If the fire was from another jurisdiction and set up at the regional level, then the region would follow the same guidelines in setting up the E13 account using the regional ORG code and the original FireCode as the project number. For example:
- The FireCode assigned was **BBC8**. The IMR office has established account number 1249-**BBC8**-E11 for suppression charges. They will assign account number 1249-**BBC8**-E13 for the emergency stabilization charges.
 - The IMR RFPAs will establish account number 1249-**BBC8**-E13 in FFS.
 - The IMR RFPAs will ensure the account number is posted to the website and distributed to all RFPAs. All RFPAs will e-mail the account number to all FPAs within their region.
6. Rehabilitation dollars are programmed and are no longer part of the wildland fire emergency funding.
- Some regions manage funding for all rehabilitation projects at the regional level while others pass the funding down to the park level.
 - If a park or region has requested and received funding through the FirePro budget process for burned area rehabilitation the following process will be followed:
 - The park or region will set up an account using the FireCode of the wildland fire incident that created the need for the rehabilitation. An example is:
 - The fire at Yellowstone (1573-**AAB4**-E11) has been approved for burned area rehabilitation. The money was requested and approved through the FirePro budget process. Since IMR manages funding at the regional level the funding was allocated to the IMR office.
 - The IMR RFPAs will set up account number 1249-**AAB4**-B11 and establish the account in FFS. (In regions where funds are managed at the park level, the park FPA will use their park org code with the FireCode and PWE B11 to establish the account.)
 - The IMR Fire Management Officer (RFMO) will notify the park of the amount of funding and the account number assigned. The park will work with the IMR on all funding requirements.

- Another agency requests NPS resources to assist on a rehabilitation project.
 - The requested resource must gain approval from the Fire Management Program Center (FMPC) National Fire Management Officer or Fire Program Planning Manager. This request must be processed from a park Fire Management Officer (FMO) to the RFMO. The RFMO will request the approval from the National Fire Management Officer or Fire Program Planning Manager.
 - If approved the FMPC Administrative Officer will set up a reimbursable account with the Washington Budget Office. An example is:
 - A Forest Service fire outside the boundaries of SEKI requests a NPS archeologist to assist with their rehab project. The FireCode for the fire is **BBB3**.
 - The SEKI Fire Management Officer (FMO) will request approval through the PWR RFMO. The PWR RFMO will forward the request to the FMPC National Fire Management Officer or Fire Program Planning Manager for the assist to the Forest Service.
 - If the National Fire Management Officer or Fire Program Planning Manager approves the assist, the FMPC Administrative Officer will request a reimbursable account number from the Washington Budget office (WASO).
 - The reimbursable account number will use PWE 454 and all charges to that account will bill the Forest Service. The Forest Service will capture these costs. Since the NPS account number will not be part of the reporting process regarding charges to the incident, the FireCode is not necessary as a project number.
 - The FMPC Administrative Officer will notify the requesting party of the established account number 9560-####-454.
 - All payroll, travel and needed supplies for the assist of the project with FireCode **BBB3** are charged to the 9560-####-454 account number.
 - This account number **will not** be posted and will be made available only to those resources that have received approval for the assist.

APPENDIX C

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